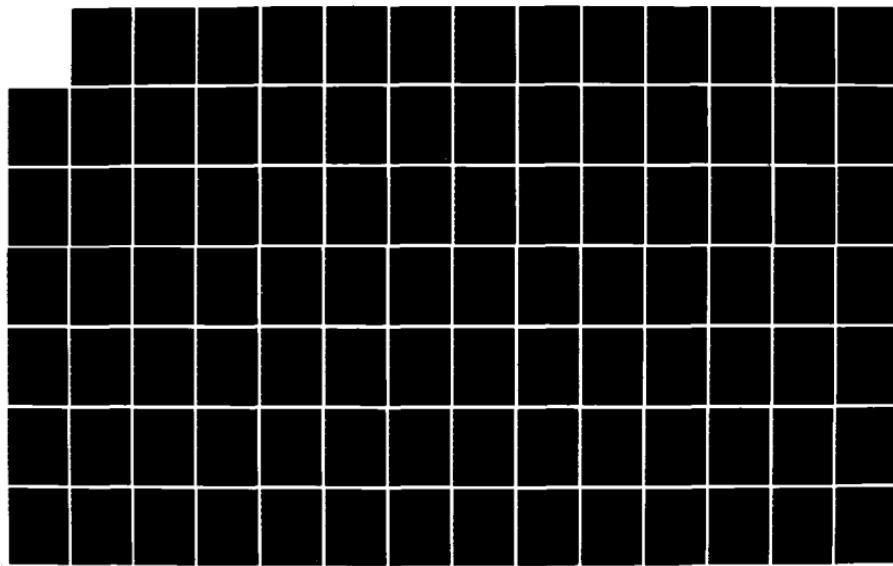
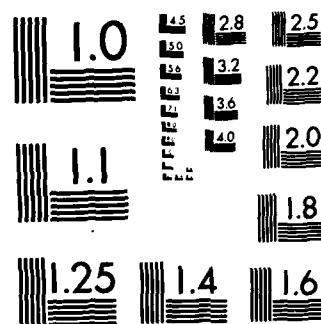


RD-A144 021 ON-LINE EDIT USERS MANUAL(U) ADR SERVICES INC VIENNA VA 1/2  
01 AUG 83 DRAK70-80-C-0127

UNCLASSIFIED

F/G 9/2 NL





MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

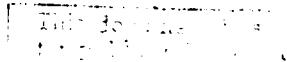
DTIC FILE COPY

AD-A144 021

ON-LINE EDIT  
USERS MANUAL

CONTRACT No. DAAK70-80-C-0127

01 AUGUST 1983



A

DATE  
01 AUG 1984

84 07 12 158

Release 3  
1 August 1983

This manual was prepared for the U.S. Army Materiel Development and Readiness Command by:

ADR Services, Inc.  
800 Follin Lane  
Vienna, Virginia 22180

Contract No. DAAK70-80-C-0127



Accession for  
[unclear]  
[unclear]

Douglas Hart [Signature]



## TABLE OF CONTENTS

	Page
I. INTRODUCTION . . . . .	1
A. Description of the OLE System . . . . .	2
B. Arrangement of this Manual . . . . .	2
C. Special Symbols and Terms . . . . .	3
D. OLE Operations . . . . .	6
E. Procedure for Becoming an OLE User . . . . .	6
F. Terminal Specifications . . . . .	7
II. SIGN-ON/SIGN-OFF THE OLE SYSTEM . . . . .	15
A. Sign-on Procedure . . . . .	15
B. Sign-off Procedure . . . . .	17
C. Recovery Procedure . . . . .	19
III. OLE SYSTEM FEATURES . . . . .	21
A. Keyboard Functions . . . . .	21
B. Receiving Mailbox Messages . . . . .	23
C. Assistance Levels . . . . .	23
D. System Menu . . . . .	26
E. Commands . . . . .	29
F. Errors . . . . .	39
IV. HOW TO USE THE OLE SYSTEM . . . . .	43
A. Processing Mode 3 (Add a New Work Unit) . . . . .	43
B. Processing Mode 2 (Changing a Work Unit) . . . . .	48
C. Processing Mode 3 (Browsing Files) . . . . .	50
D. Processing Mode 4 (Sending Mailbox Messages) . . . . .	57
E. Processing Mode 5 (Changing Assistance Levels) . . . . .	58
V. EDIT RULES . . . . .	59
APPENDIX A. COMMANDS . . . . .	A-1
APPENDIX B. ERRORS . . . . .	B-1
APPENDIX C. SAMPLE SESSIONS . . . . .	C-1
APPENDIX D. ADDRESSES AND TELEPHONE NUMBERS . . . . .	D-1

## LIST OF TABLES AND FIGURES

	Page
FIGURE 1. USER INFORMATION FORMAT . . . . .	9
TABLE 1. TERMINAL SELECTION REQUIREMENTS . . . . .	11
TABLE 2. SAMPLE TERMINALS . . . . .	12
TABLE 3. COUPLER/MODEM SELECTION REQUIREMENTS . . . . .	13
FIGURE 2. OLE COMMAND STRUCTURE OVERVIEW . . . . .	30
FIGURE 3. STATE AND FOREIGN NATION CODES . . . . .	53
FIGURE 4. FIELD, SUBFIELD AND LINE NUMBER INDICATORS .	61
TABLE 4. SUMMARY KINDS . . . . .	81
TABLE 5. SCIENTIFIC AND TECHNICAL CODES . . . . .	83
TABLE 6. FUNDING AGENCIES . . . . .	89
TABLE 7. CONTRACT/GRANT TYPES . . . . .	91

## I. INTRODUCTION

The purpose of this manual is to provide a reference guide for field users of the Army's On-Line-Edit system (OLE) for DD Form 1498.

The purpose of the Army OLE system is to provide Army elements a method to input remotely their research and technology work unit summaries. The system provides edit criteria for the input of research and development (AR 70-9), studies and analyses (AR 5-5) or management analytical support services (AR 5-14) to insure that data is inserted into the OLE system in the proper format for subsequent retrieval and use. It is assumed that readers are familiar with AR 70-9<sup>1</sup>, AR 5-5<sup>2</sup>, and AR 5-14<sup>3</sup>, the regulation documents used in preparation of the Army's DD Form 1498.

Only unclassified work units will be entered into the OLE system. Any attempt to enter other than a 'U' in the DD Form 1498 Summary Security field (field 5) will result in an error message. Classified data for ARs 70-9, 5-5 or 5-14 will be submitted on the DD Form 1498 to the address designated in AR 70-9. 1)

-----

1. 'Army Research Information Systems and Reports', Headquarters, Department of the Army, May 1981, Chapter 4.
2. 'Army Studies and Analyses', Headquarters, Department of the Army, October 1981.
3. 'Managing Analytical Support Services', Headquarters, Department of the Army, October 1981.

#### A. Description of the OLE System

On-Line-Edit is a dial-in, time-sharing system which allows concurrent processing by users. The complete unclassified data base of Army DD Forms 1498 will be maintained, with their Army particular data elements, in the OLE system. Changes and additions made through the OLE system are forwarded to Defense Technical Information Center weekly.

The OLE system also provides a training and demonstration facility which is available to all users. This training facility was designed to be used as an in-house training tool. Special passwords and user identification codes have been established. For further information regarding this training facility call HQ DARCOM or the OLE Operations Center.

#### B. Arrangement of this Manual

Chapter I is an introduction for new users and a description of terms and symbols used in this manual. Chapter II covers Sign-on, Sign-off, and recovery. Chapter III presents an overview of the features available in the OLE system. This includes a description of the commands, processing modes, assistance levels and error handling. Chapter IV includes a detailed description of how to use each processing mode. Chapter V on Edit Rules contains the edit criteria for every field in the DD Form 1498 as well as useful tables of codes.

The appendices include a command summary, error messages, and sample sessions.

### C. Special Symbols and Terms

There are several special symbols and terms which are used throughout this manual. These special symbols and terms are described in the following paragraphs.

#### Bold type.

Bold type represents information displayed on the user's terminal by the OLE system. User entries are represented in regular type.

#### Carriage return, <CR>.

The symbol <CR> represents a carriage return. The carriage return key is usually marked by CR or RETURN on a terminal. When a carriage return key is pressed, it signifies that the current input line is complete. After each input line is entered on the terminal, the user press the carriage return key. The only exception to this rule occurs while entering narrative text within the TEXT mode.

#### Field, subfield, and line.

The DD Form 1498 is primarily divided into 26 fields which are referred to by field numbers. Some fields are further divided into subfields which are referred to by

field numbers and subfield letters. Some subfields are further divided into lines which are referred to by field numbers, subfield letters and line numbers.

Session.

The term 'session' indicates the time period beginning when the user signs-on to the OLE system and ending when the user signs-off the OLE system.

Square brackets, [].

Square brackets indicate that the information between them is optional. The brackets themselves are never entered. For example, the MODE portion of the END command is optional because the format is described as:

//END[MODE]//

The system prompt character, >.

The OLE system prompts for all inputs except the sign-on line and narratives in TEXT mode. The system prompt character, which resembles the greater-than sign (>), appears at the beginning of each new line. You must wait for the system prompt before entering anything except where noted. Anything entered after the carriage return and before the prompt is ignored by the system.

Symbols in lower case type.

All terminal inputs and outputs are printed in CAPITAL

LETTERS. To represent information which is variable, lower case letters are used. For example:

DATE: mm/dd/yy

Work unit.

The term 'work unit' indicates a DD Form 1498.

#### D. OLE Operations

The OLE system is controlled and monitored by a terminal located at OLE operations. (See Appendix D for the address and telephone number of OLE operations.) At least one staff member will be available during the normal operating hours of the OLE system. If you have problems or questions call OLE operations for assistance.

The OLE system is scheduled for operation between 0900 and 1830 hours on Monday and between 0700 and 1830 hours Tuesday through Friday, except for periods of scheduled maintenance and related functions.

#### E. Procedure for Becoming an OLE User

1. Complete a USER INFORMATION sheet in accordance with the format shown in Figure 1.
2. Submit the required information to OLE operations and they will issue you an OLE log-in user ID and password. (To hasten the procedure, telephone the information to OLE operations, and follow it with a written confirmation.)
3. Read the following section on terminal specifications before attempting a log-in to the OLE system.

## F. Terminal Specifications

There are many different terminals which can be used on the OLE system. However, there are certain requirements which must be met. These terminal requirements are listed in Table 1, and Table 2 contains just a few examples of terminals which can be used. Coupler/modems must be used with the terminals to establish dial-in communications with the computer. In some cases the modem is contained within the terminal. A list of coupler/modem requirements appear in Table 3. If you are unsure whether your terminal and coupler/modem meet these requirements call OLE operations for assistance or your local data processing installation where available.

The OLE system is line oriented and not screen oriented. Local editins functions available on many full screen terminals do not apply to a line oriented system. A line is eighty characters or less followed by a carriage return. Be aware that some terminals automatically generate a carriage return after the eightieth character. Those terminals that create their own carriage return following the eightieth character will not allow the user to input the text portion.



TO BE COMPLETED BY USER

DATE:

-----  
ORGANIZATION

NAME:

OFFICE SYMBOL:

-----  
ADDRESS:

-----  
TELEPHONE NO. - COMMERCIAL:  
AUTOVON:

-----  
NAME OF  
RESPONSIBLE  
PERSON OR PERSONS:

-----  
TYPE OF TERMINAL(S)  
TO BE USED:

-----  
TO BE COMPLETED BY OLE OPERATIONS

OLE USER ID:

OLE PASSWORD:

RENEWAL DATE:

-----  
FIGURE 1. USER INFORMATION FORMAT

PREVIOUS PAGE  
IS BLANK



TABLE 1. TERMINAL SELECTION REQUIREMENTS

ASYNCHRONOUS TRANSMISSION TECHNIQUE

TTY-33 COMPATIBLE

ASCII CODE

300 OR 1200 BAUD TRANSMISSION SPEED

EIA RS232C INTERFACE

EVEN PARITY

10 OR 11 BIT UNIT CODE (1 OR 2 STOP BITS, 1 START BIT)

DIAL-OUT (SWITCHED LINE) CAPABILITY

KEYBOARD PRINTER OR CATHODE RAY TUBE (CRT) ACCEPTABLE

PREVIOUS PAGE  
IS BLANK

TABLE 2. SAMPLE TERMINALS

MANUFACTURER/MODEL	TYPE	INTEGRAL MODEM/COUPLER	PRINTER INTERFACE	PORTABLE CASE
ANN ARBOR 400E	CRT	NO	NO	NO
ADDS REGENT 100	CRT	NO	YES	NO
BEEHIVE DM10	CRT	NO	NO	NO
DATASPEED 40	CRT	OPTIONAL MODEM	OPTIONAL	NO
DIABLO 1640	PRINTER	NO	N/A	NO
GE TERMINET 30	PRINTER	OPTIONAL	N/A	NO
HAZELTINE 1420	CRT	NO	OPTIONAL	NO
LIER-SIEGLER ADM-3A	CRT	NO	NO	NO
PERKIN-ELMER 1100	CRT	NO	NO	NO
TELETYPE 33	PRINTER	OPTIONAL MODEM	N/A	NO
TEXAS INSTR 745	PRINTER	COUPLER	N/A	YES
XEROX 1700	PRINTER	OPTIONAL COUPLER	N/A	NO

**TABLE 3. COUPLER/MODEM SELECTION REQUIREMENTS**

**ASYNCHRONOUS TRANSMISSION**

**ORIGINATE (DIAL-OUT) CALLING MODE**

**LOW SPEED (300 BAUD): BELL SYSTEM**

**103 SERIES COMPATIBLE**

**HIGH SPEED (1200 BAUD): BELL SYSTEM**

**212A SERIES COMPATIBLE**



## II. SIGN-ON/SIGN-OFF THE OLE SYSTEM

This section describes the procedures for signing-on and signing-off the OLE system. If you do not have an OLE user ID and password, refer to Chapter I, Section E. During the sign-on or sign-off procedure, if you have problems call OLE operations for assistance.

### A. Sign-on Procedure

1. Turn on power for the terminal. If modem is separate from the terminal, turn on power for the modem.
2. Dial up the OLE computer system. The number was provided with your password and OLE user ID.  
If the number is busy, all of the ports are in use. If there is no answer, the computer is down. In either case try again later or call OLE operations for a prognosis.
3. Listen for the high pitched tone. If an acoustical coupler is used, insert the telephone receiver into the coupler. Within a few seconds, the ready light on the terminal goes on. If the modem is separate from the terminal, the ready light on the modem goes on. If a non-coupled data set (EIA connection) is used, press the "DATA" button on the data set's telephone handset and the "DATA" light lights.

Communication has now been established with the computer.

4. Enter the Telenet sign-on sequence:

A. Type carriage return, semi-colon, carriage return.

Format: <CR>;<CR>

B. Telenet will respond with a network herald followed by your terminal port address and prompt you to identify your terminal model (see page 6 of pamphlet, 'How to Use Telenet', from GTE Telenet). Enter the two character ID for your terminal after the 'TERMINAL=' prompt.

Format: tt

Where:

tt represents the terminal model from the GTE Telenet pamphlet. If the pamphlet is not available and you do not know your terminal code, enter a carriage return only.

C. In response to the Telenet prompt character @, type C for 'CONNECT', skip a space and type the network address of the OLE computer.

Format: C 81636

5. In response to the OLE prompt character >, enter the

OLE sign-on sequence followed by a carriage return in the format as shown:

Format: \*\*SIGN uuuuuu,pppp <SPACE> <CR>

Where:

uuuuuu Represents the six character OLE user ID assigned by OLE operations.

pppp Represents the password assigned to the user by OLE operations.

6. If your OLE user ID and password are correct, the computer will respond:

DCC001 - REQUEST COMPLETE

If you do not receive this response, re-enter the sign-on command. If this also fails, hang up the telephone and go back to Step 2.

7. Enter a carriage return and the initial OLE system prompt will appear.

#### B. Sign-off Procedure

After you have finished your session, you may exit the OLE system with the following procedure.

1. Exit the OLE system by entering:

>/QUIT// <CR>

2. The OLE system responds with:

date,time

NO. OF SUMMARIES ADDED: x  
NO. OF SUMMARIES CHANGED: y  
NO. OF SUMMARIES THAT CONTAINED ERRORS: z

where: date is the current date

time is the current time

3. To sign-off enter:

>\*\*OFF <CR>

The system responds with:

DCS007 SIGN-OFF COMPLETE

4. To disconnect from Telenet:

A. Type carriage return,@,carriage return.

Format: <CR>@<CR>

B. In response to the @ sign, type D.

Format: D

You will receive a disconnected message.

5. Hang up the telephone. If you will not be using the terminal or modem, turn them off.

### C. Recovery Procedure

If for any reason the OLE system is scheduled to go down, you will be informed of what to do by a message. If for any reason an interruption occurs in the middle of processing (for example, the computer crashes, the computer line drops, or the system times-out on the user), you will be able to recover your work automatically. Sign-on to the OLE system as usual and it will know this is a recovery.



### III. OLE SYSTEM FEATURES

Several options are available after sign-on. This chapter presents an overview of the various activities a user may perform.

#### A. Keyboard Functions

The OLE system provides two methods for correcting typing errors. One method requires using the control key which is usually marked CTRL or CNTL and is located just above or beside the shift key on the left side of the keyboard. The control key is similar to the shift key in that it is used simultaneously with another key. (The control key is held down as the other key is pressed.) The second method involves use of the optional BACKSPACE key.

##### Deleting characters - (CTRL-H function)

To delete a single character, enter CTRL-H (strike H key while holding down control key). One preceding character is deleted each time CTRL-H is entered. The characters which have been deleted still remain displayed on the terminal. The position at which the next character is to be entered will not change, no matter how many CTRL-Hs are entered. It is your responsibility to keep track of how many CTRL-Hs have been entered, since they do not appear on the display, and no backward movement of the input position takes place.

As an example, suppose you enter:

>THIS IS A TEEST <CTRL-H><CTRL-H><CTRL-H> ST <CR>

The first CTRL-H deleted the 'T', the second deleted the 'S', and the third deleted the 'E' so that the OLE system receives 'THIS IS A TEST.' although the terminal displays:

>THIS IS A TEESTST

#### Deleting characters - (BACKSPACE function)

An optional method for character deletion will be provided for most terminals which have a backspace key on the keyboard (usually marked BACKSPACE or BS). It must be noted that this key is not present on all terminals, and that the ASCII code generated through the use of the backspace key is terminal dependent. Some terminals may generate codes which are not supported by the OLE system, therefore the use of this feature will require individual testing and evaluation on a terminal-by-terminal basis.

The backspace key functions identically to CTRL-H in that one preceding character is deleted each time the backspace key is entered. The cursor (CRT devices) or input pointer (printer devices) will normally move one position to the left each time the backspace key is entered. Although any character at or after the present input position may still appear on your terminal, they have been effectively deleted by the OLE system.

## B. Receiving Mailbox Messages

Mailbox messages are a means of exchanging information between you and the OLE operations staff. Messages may be sent only between OLE operations and users. Users cannot correspond with each other. After sign-on, you are notified if there are mailbox messages with the display:

**MAILBOX MESSAGES PRESENT. DO YOU WISH TO RECEIVE THEM?**

The only correct response is YES or NO. If the answer is YES, the oldest message is displayed with the date and time sent and deleted from the mailbox. If there are additional messages the system prompts:

**ADDITIONAL MESSAGES. DO YOU WISH TO RECEIVE THEM?**

If the answer is YES, the next oldest message is displayed. This cycle repeats until the most recent message is received or the answer is NO. Messages not received are retained for 30 days.

## C. Assistance Levels

When adding or changing a work unit, the OLE system will help step the novice user through the information to be added or modified. As you become more familiar with the OLE system and a work unit, you will need less assistance in completing the form. To accommodate various experience levels, the OLE system provides three levels of assistance for novice,

intermediate, and experienced users and are referred to as assistance levels 1, 2, and 3, respectively. The OLE commands are the same regardless of assistance level.

The primary differences between assistance levels are briefly outlined below:

Assistance level 1 (novice user):

- Novice users are extensively prompted for all inputs including fields, subfields, and lines.
- Edit errors are displayed immediately after an entry.

Assistance level 2 (intermediate user):

- Intermediate users are prompted for inputs and briefly assisted in entering fields, subfields, and lines.
- Edit errors are displayed immediately after an entry.

Assistance level 3 (experienced user):

- Experienced users are briefly prompted for inputs and do not receive assistance for entering fields, subfields, or lines.
- Edit errors are displayed in coded form in accordance with the error table included as Appendix B.

Appendix C contains some sample sessions at each assistance level.

Selecting assistance levels -

After you have entered the OLE system and received any mailbox messages, you are prompted to select an assistance level with:

**PLEASE ENTER ASSISTANCE LEVEL:**

The only correct response is 1, 2, or 3 for novice, intermediate, or experienced level assistance. The chosen assistance level remains in effect throughout the entire session unless you change it. The assistance level may be changed later using processing mode 5.

## D. System Menu

The system menu is the point at which you can select one of the five processing modes. When a processing mode is ended the OLE system will return to the system menu. The five processing modes are:

### Mode 1. Adding a new work unit -

This mode is used to add a new work unit to the OLE data base. An accession number is automatically assigned by the OLE system at the beginning of the addition sequence.

### Mode 2. Changing an existing work unit -

This mode is used to make changes to an existing work unit. This includes summary kinds D, H, K, and R. You must supply the accession number of the work unit to be edited.

### Mode 3. Browsing OLE files -

In this processing mode, you may scan the contents of three on-line files which are:

Corporate Author

Alert Report

Error Report

Refer to Chapter IV, Section C for a detailed

explanation on how to scan these files.

**Mode 4. Sending a mailbox message to OLE operations -**

This processing mode is used to send a mailbox message to the control terminal at OLE operations. (Refer to the Mailbox Messages section of Chapter IV for details.)

**Mode 5. Changing assistance levels -**

This mode is used to change the current assistance level. (See the Assistance Level section of Chapter IV for details.)

**Selecting a processing mode -**

Each assistance level prompts differently for you to select a processing mode. They are:

for assistance level 3:

**PLEASE SELECT A PROCESSING MODE:**

for assistance level 2:

**PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5):**

for assistance level 1:

**PLEASE SELECT A PROCESSING MODE**

**ENTER 1 FOR ADDING A WORK UNIT**

**ENTER 2 FOR CHANGING A WORK UNIT**

**ENTER 3 FOR BROWSING FILES**

**ENTER 4 FOR SENDING A MAILBOX MESSAGE**

**ENTER 5 FOR CHANGING ASSISTANCE LEVEL:**

Regardless of assistance level the user should enter a 1, 2, 3, 4 or 5. Once a processing mode is selected, the transaction must be completed before another processing mode can be selected.

## E. Commands

This section describes the commands available in the OLE system. Some commands are unique to a specific processing mode, while others can be used in several or all modes. Appendix A is a summary of commands and their formats.

### Command structure -

The structure of the OLE system governs when commands are recognized and is diagrammed in Figure 2. Each command is assigned to an indentation level. A command is valid at the assigned level or any deeper level. For example, the HELP command is recognized at all times during a session. The END command is recognized only within the processing modes.

SIGN-ON TO OLE

HELP COMMAND

SHOW COMMAND

QUIT COMMAND

SELECT PROCESSING MODE

END COMMAND

ERROR COMMAND

STOP COMMAND

PROCESSING MODE 1 & 2

FIELD COMMANDS

TEXT OPTION

EDIT OPTION

DEL COMMAND

INS COMMAND

REP COMMAND

LIS COMMAND

END EDIT OPTION

END PROCESSING MODE 1 & 2

PROCESSING MODE 3

PROCESSING MODE 4

PROCESSING MODE 5

END PROCESSING MODES

SIGN-OFF OLE

FIGURE 2. OLE COMMAND STRUCTURE OVERVIEW

**Command format -**

The format for all commands is:

//command[/data]//

The double slashes at the beginning and end identify this input as an OLE command. The data following the command is optional, but if included, must be separated from the command by a single slash. Blanks in the optional data portion are considered part of the data.

All users may enter multiple commands on a single line with the format:

//command1[/data1]//command2[/data2]//etc.

The commands which are valid at all times during a session are:

//HELP// This command displays as much information as possible to help you. The information it displays depends on when it is used.

//SHOW[/accession number/field 1/field 2/etc...]//

This command displays an entire or selected portions of a work unit. The accession number is optional only in processing modes 1 and 2, and in those modes shows the work unit on which you are working. If viewing of the entire work unit is not desired, enter the selected fields separated by a slash following

the accession number (processing modes other than 1 or 2) or the command (processing modes 1 or 2).

//QUIT// This command ends the current processing mode, saves any work unit added or changed, and exits the OLE system.

//#// This command displays the work unit category. The work unit category is defined as either AR - Army R&D Effort, AS - Army Study, NR - R&D Effort-Non Army or MA - Management Analysis. For further explanation, see page 44.

Some commands are only recognized within a processing mode. They are:

//END[MODE]// This command ends processing within the current mode and saves any work unit being added or changed. When used with the optional MODE operand, control returns to the menu. Otherwise the current mode is automatically re-entered.

//ERROR/error code//

This command displays the corresponding error message for the error code. See the section on Errors and Appendix B for more details.

//STOP// This command aborts the current processing mode. It is similar to the //END/MODE//

command except that it does not save the work unit.

The Field command is used only within processing modes 1 and 2 (adding and changing work units). The format is:

//n[s[l]][/data]//

where: n is the field number

s is the subfield letter

l is the line number

The subfield letter and line number are not always required. If a line number is included, then the subfield letter is required.

Some examples and their definitions are:

18A1           field 18, subfield A, line 1 (i.e., resources estimate, preceding fiscal year).

18A           field 18, subfield A, all lines (i.e., resources estimate, preceding fiscal year, professional man years, and funds).

18           field 18, all subfield and lines (i.e., resources estimate, professional man years and funds for preceding and current fiscal years).

Displaying information -

The Field command is used to add, change, or display

information on a work unit. To display information from the work unit, omit the optional data portion. The format for this is:

//n[s[1]]//

#### Changing information -

To add or change information, include the optional data portion of the command. The format is:

//n[s[1]]/data//

The data portion contains the new data to be inserted. If the field, subfield, or line referred to in the command already contains data, it is replaced by the new data.

#### examples:

//8A// displays the current contents of field 8 subfield A (i.e., distribution instructions).

//2/810403// changes the contents of field 2 (i.e., date of summary) to 810403.

//12C// fills field 12C (3rd sci-tech code) with blanks.

#### Narrative fields -

Fields 23 through 26 contain multiple lines of text and are edited differently. To add or change an entire narrative field the format of the Field command is:

//TEXT/n//

While entering text the system prompt is disabled. You should not enter a carriage return until all lines of text have been entered. Your terminal will automatically move to the start of a new line as required. The OLE system stores the text in 80 character lines for subsequent display or update. It is important to remember that a carriage return must not be keyed in until all data has been entered. When all text has been entered, press the carriage return and the system prompt is restored.

All efforts have a maximum combined length of fields 23 through 25 of 7920 characters (2640 characters per field). The maximum length of field 26 is 3600 characters.

example:

//TEXT/24// adds or replaces the contents of field 24 with the text entered. Assume a line length of 80 characters. The following might be entered.

>THIS IS LINE 1 OF TEXT. JUST KEEP ON TYPING AND THE SECOND LINE IS GENERATED BY THE TERMINAL. THIS IS THE LAST LINE. <CR>

After the entry, field 24 contains:

THIS IS LINE 1 OF TEXT. JUST KEEP ON TYPING AND THE SECOND LINE IS GENERATED BY THE TERMINAL. THIS IS THE LAST LINE.

To change an existing narrative field, the format of the Field command is:

//EDIT/n//

This command enters the edit mode until the next '//' command is received. To change existing lines of narrative individual lines within the field are referenced by line number. The following command subset is made available within EDIT mode:

-LIS [line1[,line2]] This command displays one or more lines of text preceded by its line number.

The basic command with no operand will display the entire field. The optional line1, line2 operand displays a particular line or a range of lines.

-DEL line1[,line2] This command deletes the line or range of lines specified. The remaining lines of text are automatically resequenced. Therefore, care should be taken to insure the use of current line numbers on subsequent commands.

-REP line1[,line2] This command replaces the specified line or range of lines with new text. The system follows with a prompt and allows entry of a new line; a line consisting of 80 spaces. Although the first line is 80 spaces long, the prompt takes the

first space leaving 79 spaces for text.  
(The eightieth space falls on the line immediately below the prompt. After the eightieth space the user must enter carriage return and wait for the system to prompt again. Lines of text are resequenced, therefore, care should be taken to -LIS- (list) again to insure the user of current line numbers on subsequent commands.

-INS line1      This command inserts the specified line or range of lines with new text. The system follows with a prompt and allows entry of a new line; a line consisting of 80 spaces. Although the first line is 80 spaces long, the prompt takes the first space leaving 79 spaces for text.  
(The eightieth space falls on the line immediately below the prompt.) After the eightieth space the user must enter carriage return and wait for the system to prompt again. Lines of text are resequenced; therefore care should be taken to -LIS (list) again to insure the use of current line numbers on subsequent commands.

Examples of the EDIT commands are shown below:

//EDIT/24//      Places the user in EDIT mode and specifies field 24 as the current field. A typical edit session might look like this:

```
>//EDIT/24//  
>-LIS <CR>  
  1  
  THE QUICK BROWN FOX  
  2  
  JUMPED OVER THE LAZY DOG AND  
  3  
  RAN DOWN TO THE CREEK  
>-DEL 2 <CR>  
>-LIS <CR>  
  1  
  THE QUICK BROWN FOX  
  2  
  RAN DOWN TO THE CREEK  
  3  
  AND FELL ASLEEP <CR>  
>-LIS <CR>  
  1  
  THE QUICK BROWN FOX  
  2  
  RAN DOWN TO THE CREEK  
  3  
  AND FELL ASLEEP  
>-REP 1,2 <CR>  
>THE LAZY DOG JUMPED  
>OVER THE QUICK BROWN FOX  
>-LIS <CR>  
  1  
  THE LAZY DOG JUMPED  
  2  
  OVER THE QUICK BROWN FOX  
  3  
  AND FELL ASLEEP  
>
```

## F. Errors

The OLE system is designed to be as helpful as possible in error conditions. Errors are classified in three categories: SYNTAX, INVALID RESPONSE, and EDIT.

### Syntax errors -

A syntax error is any deviation from the OLE command format. Typical errors from this category are: misspelled commands, missing or extra delimiters, or a series of commands and data that are out of sequence. For syntax errors the OLE system displays an error message immediately, and a character position in the line. For example, consider the following input while in Processing mode 2 (changing a work unit):

```
>/BA/810407// <CR>
```

The OLE system responds with the error message:

UNRECOGNIZABLE COMMAND, CHARACTER POSITION 3.

Another example of a syntax error is:

```
>/133/8212// <CR>
```

And the error message is:

INCORRECT FIELD REFERENCED, CHARACTER POSITION 5.

Another example is:

```
>/13/8212/ <CR>
```

which causes the following syntax error message:

**MISSING OR EXTRA DELIMITER, CHARACTER POSITION 11.**

To correct a syntax error, you must reenter the command.

If you enter several commands on one line, the commands prior to the syntax error are accepted. However, the commands which follow the syntax error must be reentered. For example, If you type the following command in processing mode 2:

>/2/810407//D14/8206//TEXT/25// <CR>

The OLE system responds with:

**UNRECOGNIZABLE COMMAND, CHARACTER POSITION 13.**

The first command is accepted, so enter:

>/14/8206//TEXT/25// <CR>

Invalid response errors -

This type of error results from an invalid response to an option prompt. For example, if the OLE system displays the following line:

**PLEASE ENTER A PROCESSING MODE:**

and you enter:

>OK <CR>

the OLE system responds with:

**INVALID RESPONSE.**

**PLEASE ENTER A PROCESSING MODE:**

The system repeats the prompt until it receives a valid response. If you don't know the correct answer try the HELP command.

**Edit errors -**

Most of the errors you encounter will be edit errors. These result from entering data into the work unit which does not meet the editing criteria or conflicts with other data in the work unit. Entering alphabetics into a numeric field is a typical example. The editing criteria for each field, subfield, and line are expanded in the chapter on Edit Rules. Appendix B contains a complete list of all error messages and error codes.

When the OLE system prompts you to enter a data item, you will get three chances to enter it correctly. After three attempts the OLE system will proceed to prompt for the next item to be entered.

When you finish processing on a work unit the system will display a summary of the errors in the work unit. In assistance levels 1 or 2 you receive a list of error messages, but level 3 lists only error codes. You can use the ERROR command to display the error message for a specific error code.

If the errors in a work unit are not corrected, the summary

of errors becomes part of your Error Report, and the work unit will not be incorporated into the data base at DTIC. To scan the Error Report call for processing mode 3 and then select the Error Report subfile for review.

#### **IV. HOW TO USE THE OLE SYSTEM**

The previous chapter describes the system features available, and this chapter shows you how to use each of the processing modes in detail. Modes 1 and 2 are similar because the commands are the same. The differences among assistance levels are included in each section.

##### **A. Processing Mode 1 (Add a New Work Unit)**

When you select processing mode 1 to add a new work unit, the OLE system automatically assigns the work unit an accession number. Be sure to make a note of this number for later reference. If you abort mode 1 with the STOP command, any data entered is lost and the accession number is de-assigned. If you end processing mode 1 with the END, QUIT or END/MODE command, the work unit is saved even if you entered only part of it. Once a work unit has been saved you cannot delete it from the data base, you can only change it.

When you select processing mode 1 the OLE system will display:

**ADDING A WORK UNIT.**

**THE NEW WORK UNIT'S ACCESSION NUMBER IS: DAnnnnnn**

where DAnnnnnn indicates a valid accession number supplied by the OLE system. At this point it is a good idea to record that number.

Next, you are asked to categorize the work unit as an R&D EFFORT or a STUDY, and as ARMY or NON-ARMY.

PLEASE SELECT ONE OF THE FOLLOWING CATEGORIES.

ENTER AR FOR ARMY R&D EFFORT (AR 70-9).

ENTER AS FOR ARMY STUDY (AR 5-5).

ENTER NR FOR R&D EFFORT - NON ARMY (AR 70-9).

ENTER MA FOR MANAGEMENT ANALYSIS (AR 5-14).

THE DEFAULT IS AR FOR ARMY R&D EFFORT.

(Default means to hit a carriage return instead of data keys and then a carriage return.)

The category you select does not appear in the work unit, but it affects the editing criteria for certain fields. Editing criteria differs as follows:

FIELD NUMBERS

10A2      10C      15A      21A      21B      26

AR-Army R&D Effort AR 70-9	3-digit proj # required	required	DA required	required	not allowed	not allowed
AS-Army Study AR 5-5	no edit	not required	DA required	not allowed	required	required for H or K work units
NR-R&D Effort- Non Army AR 70-9	no edit	not required	DA not required	required	not allowed	not allowed
MA-Management Analysis AR 5-14	no edit	not required	DA not required	not allowed	not allowed	not allowed

If you are in assistance level 1 or 2 the system will prompt you for every field, subfield, and line to be entered. The format of the data is also included in the prompt for the novice user. It is not necessary to use the Field command.

If an edit error occurs, an error message is displayed and you are prompted to reenter the data.

The following examples of dialogue assume assistance level 1. Level 2 would follow the same sequence, but the prompts are briefer.

PLEASE ENTER FIELD 2, DATE OF SUMMARY. THE FORMAT IS YYMMDD. IF YOU WISH TO USE TODAY'S DATE, JUST PRESS THE CARRIAGE RETURN.

You might enter:

>810501 <CR>

The OLE system prompts with:

PLEASE ENTER FIELD 5, SUMMARY SECURITY. THE FORMAT IS 1 ALPHABETIC.

You might enter:

>S <CR>

The OLE system responds with:

INVALID ENTRY. FIELD 5 IS NOT U.

PLEASE ENTER FIELD 5, SUMMARY SECURITY. THE FORMAT IS 1 ALPHABETIC.

Note: Classified data cannot be entered.

>U <CR>

You may choose to ignore the request and enter a different command. For example, you may wish to display the contents of a field previously entered (using the Field command). To continue with the example, the next prompt is:

PLEASE ENTER FIELD 6, WORK SECURITY. THE FORMAT IS 1 ALPHABETIC.

>/ /5// <CR>

The OLE system displays:

FIELD 5: U

PLEASE ENTER FIELD 6, WORK SECURITY. THE FORMAT IS 1 ALPHABETIC.

You may wish to change information in a field previously entered, for example:

>/ /2/810502// <CR>

This changes the current contents of field 2 to 810502, and then repeats the current prompt:

PLEASE ENTER FIELD 6, WORK SECURITY. THE FORMAT IS 1 ALPHABETIC.

When you wish to end this processing mode enter:

>/ /END/MODE// <CR>

And the system responds with:

WORK UNIT DAnnnnn HAS BEEN SAVED.

This is your last chance to copy down the agency accession number of new entries until the agency distribution copy of your input is returned to you following DTIC processing.

## B. Processing Mode 2 (Changing a Work Unit)

When you select processing mode 2, the system prompts with:

CHANGING A WORK UNIT. PLEASE ENTER THE ACCESSION NUMBER OF  
THE WORK UNIT TO BE CHANGED.

For example:

```
>DA0G1234 <CR>
```

If the accession number does not exist in the data base, or the Responsible Organization does not match your site, you will receive an error message and be prompted again. If you are in assistance level 3, use the Field command to display or change the contents of a field, subfield, or line. As in processing mode 1, syntax errors are displayed immediately, but edit errors are displayed in coded form.

The OLE system prompts you to change each field which is in error. For example:

```
PLEASE ENTER FIELD 6, WORK SECURITY. THE FORMAT IS 1  
ALPHABETIC.
```

You might enter:

```
>U <CR>
```

```
PLEASE ENTER FIELD 8B, CONTRACTOR ACCESS. THE FORMAT IS  
Y FOR YES AND N FOR NO.
```

The OLE system skipped fields 2 through 5 and 8a because they

did not contain errors. As in processing mode 1, you may chose to ignore the request and enter any legal command. For example:

>/13/8106// <CR>

And the OLE system will re-prompt with:

PLEASE ENTER FIELD 8B, CONTRACTOR ACCESS. THE FORMAT IS  
Y FOR YES AND N FOR NO.

And you might enter:

>Y <CR>

When all fields in error have been prompted for entry, you can update other fields in any sequence with the Field command.

### C. Processing Mode 3 (Browsing Files)

When you select processing mode 3, the system will ask you which file you wish to scan.

WHICH FILE DO YOU WISH TO SCAN?

ENTER C FOR THE CORPORATE AUTHOR FILE.

ENTER A FOR THE ALERT REPORT.

ENTER E FOR THE ERROR REPORT.

The commands for scanning each file are explained in detail here.

#### Corporate Author -

The Corporate Author file contains a list of names and addresses of all responsible DOD organizations and performing organizations involved in R&D work or studies. Each organization is identified by a six digit code. Associated with each code is the organization's complete name and address. The attention line is not included in the Corporate Author file and must be entered separately as fields 19B and 20B.

When you enter the Corporate Author scan the OLE system will prompt with:

ENTER CORPORATE AUTHOR CODE

If you enter the code, and it exists, the name and address are displayed, and the prompt is repeated. If you enter just a <CR>, you can search the file according

to three criteria; name, city, and state or nation. Valid state and nation codes are presented in Figure 3. The system will prompt for each criteria. If you know it, then enter the data. If you don't know, just press <CR> and the system will prompt for the next criteria. When all criteria have been entered, the OLE system will present a list of organizations that meet the search criteria. For example:

ENTER FIRST LETTER OF THE NAME

>J

ENTER FIRST LETTER OF THE CITY

>W

ENTER STATE OR NATION CODE

>DC

349350 JOHN I THOMPSON CO WASHINGTON, DC

192960 JOINT USA/USN ACFT INST WASHINGTON, DC

The organizations are listed in groups of twenty. If there are more than twenty the system will ask you:

DO YOU WANT TO SEE MORE?

If the answer is YES, up to twenty more are displayed, and the cycle repeats until all are displayed or the answer is NO. When the scan is complete, the system repeats the initial prompt.

ENTER CORPORATE AUTHOR CODE.

At this point you can scan for other criteria or end the

processing mode.

### STATES

STATE	CODE	STATE	CODE	STATE	CODE
ALABAMA	AL	KENTUCKY	KY	N DAKOTA	ND
ALASKA	AK	LOUISIANA	LA	OHIO	OH
ARIZONA	AZ	MAINE	ME	OKLAHOMA	OK
ARKANSAS	AR	MARYLAND	MD	OREGON	OR
CALIFORNIA	CA	MASSACHUSETTS	MA	PENNSYLVANIA	PA
COLORADO	CO	MICHIGAN	MI	RHODE ISLAND	RI
CONNECTICUT	CT	MINNESOTA	MN	S CAROLINA	SC
DELAWARE	DE	MISSISSIPPI	MS	S DAKOTA	SD
DIST COLUMIBA	DC	MISSOURI	MO	TENNESSEE	TN
FLORIDA	FL	MONTANA	MT	TEXAS	TX
GEORGIA	GA	NEBRASKA	NE	UTAH	UT
HAWAII	HI	NEVADA	NV	VERMONT	VT
IDAHO	ID	NEW HAMPSHIRE	NH	VIRGINIA	VA
ILLINOIS	IL	NEW JERSEY	NJ	WASHINGTON	WA
INDIANA	IN	NEW MEXICO	NM	W VIRGINIA	WV
IOWA	IA	NEW YORK	NY	WISCONSIN	WI
KANSAS	KS	N CAROLINA	NC	WYOMING	WY

### U S TERRITORIES

TERRITORY	CODE	TERRITORY	CODE	TERRITORY	CODE
AMER SAMOA	AS	GUAM	GU	TRUST TERR	TT
CANAL ZONE	CZ	PUERTO RICO	PR	VIRGIN IS	VI

### FOREIGN NATIONS

NATION	CODE	NATION	CODE	NATION	CODE
ARGENTINA	AR	GREECE	GR	PORTUGAL	PT
AUSTRALIA	AT	GUATEMALA	GT	SINGAPORE	SN
AUSTRIA	AU	ICELAND	IL	S AFRICA	UA
BELGIUM	BE	INDIA	IN	S KOREA	KS
BRAZIL	BR	INDONESIA	ID	SPAIN	SP
CANADA	CN	ISRAEL	IS	SUDAN	SU
CEYLON	CE	ITALY	IT	SWEDEN	SW
CHILE	CI	JAMAICA	JM	SWITZERLAND	SZ
COLOMBIA	CO	JAPAN	JA	TAIWAN	TW
CONGO	CP	KENYA	KE	THAILAND	TH
COSTA RICA	CS	LEBANON	LE	TURKEY	TK
DENMARK	DE	MALAYA	MF	UGANDA	UG
EGYPT	EG	MEXICO	MX	U KINGDOM	UK
IRELAND	EI	NETHERLANDS	NE	URUGUAY	UY
FINLAND	FI	NEW ZEALAND	NZ	VENUEZUELA	VE
FRANCE	FR	NORWAY	NO	YUGOSLAVIA	YU
GERMANY	GY	PERU	PE		
GHANA	GH	PHILIPPINES	PI		

FIGURE 3. STATE AND FOREIGN NATION CODES

**Alert Report -**

The Alert Report is a list of accession numbers for work units that are delinquent or will become delinquent within the next 60 days. A work unit is delinquent if its 'Date of Summary' is at least one year older than the current date. Listed beside each accession number is the date the work unit became or will become delinquent and the user id of the last user to update the summary.

When the Alert Report is selected, the OLE system displays up to twenty lines of the oldest delinquencies. If there are more than twenty lines the system prompts with:

**DO YOU WANT TO SEE MORE?**

If the answer is YES the OLE system displays up to twenty more lines. This cycle repeats until all delinquencies are displayed or the answer is NO.

When all delinquencies have been displayed the OLE system displays:

**NO DELINQUENT WORK UNITS.**

**DO YOU WANT TO KNOW THE WORK UNITS THAT WILL BECOME DELINQUENT WITHIN THE NEXT 60 DAYS?**

If the answer is YES the OLE system will display up to twenty lines. If there are more than twenty the OLE

**SYSTEM PROMPTS WITH:**

**DO YOU WANT TO SEE MORE?**

If the answer is YES then up to twenty more lines are displayed. This cycle repeats until all lines are displayed or the answer is NO.

**Error Report -**

Remember that work units which contain errors are not added to the DTIC work unit data base until the errors are corrected.

When you select to scan the Error Report, you receive a list of accession numbers in ascending order for all work units that contain errors. For example:

**THE FOLLOWING SUMMARIES CONTAIN ERRORS:**

**DA0G1221                  DA0G1645**

**DA0G1231                  DA0G2331**

**DA0G1451                  DA0G5511**

**ENTER THE ACCESSION NUMBER OF A WORK UNIT WHOSE ERRORS  
YOU WANT TO VIEW:**

If you enter an accession number the errors in the work unit are displayed. In assistance level 1 or 2 the full error messages are displayed. For example:

**DA0G1221 CONTAINS THE FOLLOWING ERRORS:**

**FIELD 2 CONTAINS AN INVALID DATE.**

**FIELD 12B MUST CONTAIN AN ENTRY.**

**FIELD 15A IS NOT IN THE FUNDING AGENCY CODE TABLE.**

**FIELD 16 IS NOT AN A, B, C, OR D.**

**ENTER THE ACCESSION NUMBER OF A WORK UNIT WHOSE ERRORS  
YOU WANT TO VIEW:**

If you are in assistance level 3 only the error codes are displayed. You can use the ERROR command to display the message if you wish. For example:

**WORK UNIT DA0G1221 CONTAINS THE FOLLOWING ERRORS:**

**2E02            12BE01**

**ENTER THE ACCESSION NUMBER OF A WORK UNIT WHOSE ERRORS  
YOU WANT TO VIEW:**

If you don't recognize 12BE01 enter:

**>//ERROR/12BE01// <CR>**

The OLE system displays:

**FIELD 12B MUST CONTAIN AN ENTRY.**

When you are done, you can end the mode with //END//, //END/MODE//, or //STOP//.

#### D. Processing Mode 4 (Sending Mailbox Messages)

You are given the opportunity to send a message to OLE operations with processing mode 4. Each message is limited to twenty lines. To send a larger message use additional mailbox messages. When you select processing mode 4, the system responds with:

**ENTER YOUR MESSAGE, FOLLOWED BY THE END COMMAND.**

Enter each line of the message followed by a carriage return. Use the END command to indicate that your message is complete. To abort a message in the act of creating it use the STOP command. You cannot delete a message which has already been sent.

For example:

```
ENTER MAILBOX MESSAGE TEXT
>HAS COMPANY ABC IN MCLEAN, VIRGINIA BEEN <CR>
ENTER MAILBOX MESSAGE TEXT
>ADDED TO THE CORPORATE AUTHOR FILE YET? <CR>
ENTER MAILBOX MESSAGE TEXT
>/END/MODE// <CR>
```

The OLE system responds with:

**YOUR MESSAGE HAS BEEN SENT.**

Each mailbox message sent is automatically marked with the date, time, and your user ID. Because messages appear at OLE operations in the order in which they are sent, continued messages retain their appropriate order.

**E. Processing Mode 5 (Changing Assistance Levels)**

To change the assistance level, select processing mode 5 and the system will prompt with:

**ENTER NEW ASSISTANCE LEVEL**

Then enter 1, 2, or 3 for novice, intermediate, or experienced levels. The OLE system will then proceed to the System Menu.

## V. EDIT RULES

This chapter describes the edit criteria for every field in the work unit. Figure 4 presents the DD Form 1498 with each field indicator. These field indicators are used with the Field command. If you have difficulty entering a field correctly, the descriptions in this chapter should clarify the situation.



RESEARCH AND TECHNOLOGY WORK UNIT SUMMARY				1. AGENCY ACCESSION <sup>a</sup> 1	2. DATE OF SUMMARY <sup>a</sup> 2	REPORT CONTROL SYMBOL DD-R&E (AR) 636	
3. DATE PREV SUM'RY 3	4. KIND OF SUMMARY 4	5. SUMMARY SCFTY <sup>b</sup> 5	6. WORK SECURITY <sup>b</sup> 6	7. REGRADING <sup>b</sup>	8. DISPN INSTRN <sup>b</sup> 8A	9. SPECIFIC DATA-CONTRACTOR ACCESS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 8B	10. LEVEL OF SUM A. WORK UNIT A
10. NO./CODES: <sup>c</sup> PROGRAM ELEMENT PROJECT NUMBER				TASK AREA NUMBER		WORK UNIT NUMBER	
B. PRIMARY 10A1	10A2	10A3	10A4	10A5			
B. CONTRIBUTING 10B1	10B2	10B3	10B4	10B5			
C. CONTRIBUTING OBJECTIVE 10C							
11. TITLE (Precede with Security Classification Code) 11							
12. SCIENTIFIC AND TECHNOLOGICAL AREAS <sup>d</sup> 12A 12B 12C							
13. START DATE 13		14. ESTIMATED COMPLETION DATE 14		15. FUNDING AGENCY 15A 15B 15C		16. PERFORMANCE METHOD 16	
17. CONTRACT GRANT a. DATES/EFFECTIVE: 17A1 b. NUMBER: 17B c. TYPE: 17C d. KIND OF AWARD: 17E		EXPIRATION: 17A2 d. AMOUNT: 17D e. CUM. AMT. 17F		18. RESOURCES ESTIMATE FISCAL YEAR PRECEDING 18A1 CURRENT 18B1		19. PROFESSIONAL MAN YRS 18A2 18B2 b. FUNDS (In thousands) 18A3 18B3	
19. RESPONSIBLE DOD ORGANIZATION NAME: 19A2 ADDRESS: Attention Line: 19B RESPONSIBLE INDIVIDUAL NAME: 19C1 TELEPHONE: 19C2		20. PERFORMING ORGANIZATION NAME: 20A1 ADDRESS: Attention Line: 20B PRINCIPAL INVESTIGATOR (Furnish SSAN if U.S. Academic Institution) NAME: 20C1 TELEPHONE: 20C2 SOCIAL SECURITY ACCOUNT NUMBER: not required ASSOCIATE INVESTIGATORS NAME: 20D1 NAME: 20D2					
21. GENERAL USE 21A:FI; 21B:STUDY & ANAL CODE; 21C:MODELS & CODEWORDS; 21D:FOREIGN AREA CODE; 21E:C/M APPL							
22. KEYWORDS (Precede EACH with Security Classification Code) 22K1 through 22K10							
23. TECHNICAL OBJECTIVE, <sup>e</sup> 24. APPROACH, 25. PROGRESS (Furnish individual paragraphs Identified by number. Precede text of each with Security Classification Code.)							
23. TECHNICAL OBJECTIVE 24. APPROACH 25. PROGRESS 26. EVALUATION (FOR STUDIES AND ANALYSIS ONLY)							

<sup>a</sup>Available to contractors upon originator's approval.

DD FORM 1 MAR 68 1498-1 (FOR ARMY USE)

FIGURE 4. FIELD, SUBFIELD AND LINE NUMBER INDICATORS



**Field 1**      **Agency Accession Number**  
                  **8 alphanumerics**

The first two (2) characters are always DA. The accession number is assigned by the OLE system and cannot be changed.

**Field 2**      **Date of Summary**  
                  **6 numerics**

The format is YYMMDD where YY is the year, MM is the month, and DD is the day. Any valid date on or before the current date is acceptable. The default is the current date. This field is not updated for R type work units, but is required for all other types.

**example**      //2/810501//

**Field 3**      **Date of Previous Summary**  
                  **6 numerics**

Field 3 cannot be directly added or changed; it can only be displayed. On work unit updates this field is replaced with the original data in field 2.

**Field 4              Kind of Summary**  
1 alphabetic  
  
Enter the appropriate code from Table 4.  
The default for processing mode 1 is an A.  
This is a required entry.  
**example          //4/D//**

**Field 5              Summary Security**  
1 alphabetic  
  
This field must be a U as only unclassified work units are allowed. This is a required entry. The summary security entered here will be used as a prefix for field 11 (Title) and fields 22 through 26 (Keywords and Narrative).

**Field 6              Work Security**  
1 alphabetic  
  
This field must be a U, S, C, or T. This is a required entry.  
**example          //6/U//**

**Field 8A             Distribution Instructions**  
2 alphabetics  
  
The two characters must be one of the following: NL, GE, GF, GP, GT, GU, DE, DS, or DP. This is a required entry.  
**example          //8A/NL//**

**Field 8B      Specific Data Contractor Access**  
1 alphabetic

The entry must be a Y or N for yes or no,  
respectively. This is a required entry.

**example      //8B/Y//**

**Field 10A1      Number/Codes Primary Program Element**  
6 alphanumerics maximum

Field 10A1 may be added or changed only  
for Non-Army or Study category work units.  
For Army R&D work units, this field will  
be automatically generated by the correct  
entry of a 3 character Project Number Code  
in field 10A2. No edit criteria.

**example      //10A1/54321A//**

**Field 10A2      Number/Codes Primary Project Number**  
12 alphanumerics maximum

For Army R&D work units, enter the 3 character Project Number Code consisting of the last 3 characters of the actual 12 character Primary Project Number. The expanded 12 character Primary Project Number will be generated by the system, together with the correct Program Element code in field 10A1. Entry is required for Army R&D work units. For all other categories, entry is optional, and no edit criteria exist.

**example      //10A2/235//**

**Field 10A3      Number/Codes Primary Task Area Number**  
4 alphanumerics maximum

Any non-blank entry for Army R&D work units, optional for all other categories.

**example      //10A3/02//**

**Field 10A4      Number/Codes Primary Work Unit Number**  
3 alphanumerics maximum

Any non-blank entry for Army R&D work units, optional for all other categories.

**example      //10A4/100//**

**Field 10A5**      Number/Codes Primary Installation Activity Code  
                  2 alphanumerics maximum

No edit criteria.

**example**      //10A5/FC//

**Field 10B1**      Number/Codes Contributing Program Element  
                  6 alphanumerics maximum

For Army R&D work units, the first five characters must be numeric. The sixth, if entered, must be an A. Position 6 will default to A if field is entered. Entry is optional.

**example**      //10B1/54321A//

**Field 10B2**      Number/Codes Contributing Project Number  
                  12 alphanumerics maximum

For Army R&D work units the first character must be numeric, the second alphabetic, and the fourth through eighth must equal positions one through five of the Contributing Program Element. Entry is optional.

**example**      //10B2/1854321//

**Field 10B3**      Number/Codes Contributing Task Area Number  
4 alphanumerics maximum

No edit criteria.

**example**      //10B3/03//

**Field 10C**      Mission Objective  
144 alphanumerics maximum

A non-blank entry is required for Army R&D efforts.

**example**      //10C/STOG:81-3:11//

**Field 11**      Title  
156 alphanumerics maximum

The title is automatically prefixed by the value in Field 5.

**example**      //11/TANK ARMOR DEVELOPMENT PART II//

**Fields 12A,  
12B & 12C**      Scientific and Technological Areas  
6 numerics each

The six digit code must be in the Scientific and Technological Code Table (see Table 5), and entries 12A, 12B, and 12C must not duplicate each other. Fields 12A and 12B are required entries.

**example**      //12A/010400//

//12B/004900//

//12C/003700//

**Field 13      Start Date**  
4 numerics  
  
The format is YYMM. A valid date is required.  
  
**example      //13/8005//**

**Field 14      Estimated Completion Date**  
4 alphanumerics  
  
The format is YYMM. A valid date or 'CONT' is required.  
  
**example      //14/CONT//**

**Fields 15A,  
15B & 15C      Funding Agency**  
2 alphanumerics each  
  
The two character code must be in the Funding Agency Code Table (see Table 6) and entries 15A, 15B, and 15C must not duplicate each other. Field 15A is required. The value 'DA' must be entered as Field 15A for Army category work units.  
  
**example      //15A/DA//**  
**//15B/DS//**  
**//15C/DM//**

**Field 16      Performance Method**  
1 alphabetic

This field must be an A, B, C, or D.

**example      //16/B//**

**Field 17      Contract/Grant**

Fields 17A thru 17F are required if  
Performing Method, field 16, is an A or B.  
If the Performing Method is a C or D, all  
of field 17 must be blank.

**Field 17A1      Contract/Grant Dates/Effective**  
4 numerics

The format is YYMM. A valid date is  
required.

**example      //17A1/8104//**

**Field 17A2      Contract/Grant Dates/Expiration**  
4 numerics

The format is YYMM. A valid date is  
required.

**example      //17A2/8201//**

**Field 17B      Contract/Grant Number**  
24 alphanumerics maximum

Any non-blank entry.

**example      //17B/DAAK37-48-9-0010//**

**Field 17C**      Contract/Grant Type  
1 alphabetic

The entry must be a 'G' if Performance Method, Field 16, is an 'A'. For Performance Method of 'B', the entry must be a code from the Contract/Grant Type Table (see Table 7).

**example**      //17C/J//

**Field 17D**      Contract/Grant Amount  
10 alphanumerics maximum

The entry must be nine or less numerics and may be preceded by a P.

**example**      //17D/P250000//

**Field 17E**      Contract/Grant Kind of Award  
3 alphabetics

The entry must be one of the following:  
NEW, SUP, EXT, or CON.

**example**      //17E/CON//

**Field 17F**      Contract/Grant Cumulative Amount  
10 alphanumerics maximum

The entry must be nine or less numerics and may be preceded by a P.

**example**      //17F/1520000//

**Field 18A1      Resource Estimate Preceding Fiscal Year**  
**2 numerics**

The format is YY. The entry must be one year less than the current fiscal year.

The default is one year less than the current fiscal year. Entry is required.

**example      //18A1/80//**

**Field 18A2      Resource Estimate Preceding Professional Man Years**  
**6 alphanumerics maximum**

The format is four or less numerics followed by a decimal point and one numeric. Entry is required. The default is zeros.

**example      //18A2/100.0//**

**Field 18A3      Resource Estimate Preceding Funds**  
**6 numerics maximum**

Entry is required. The default is zeros.

**example      //18A3/200//**

**Field 18B1      Resource Estimate Current Fiscal Year**  
2 numerics

The format for this entry is YY and must be the current fiscal year. The default is the current fiscal year. Entry is required.

**example      //18B1/81//**

**Field 18B2      Resource Estimate Current Professional Man Years**  
6 alphanumerics maximum

The format is the same as field 18A2. Entry is required. The default is zeros.

**example      //18B2/50.0//**

**Field 18B3      Resource Estimate Current Funds**  
6 numerics maximum

Entry is required. The default is zeros.

**example      //18B3/50//**

**Fields 18C1, 18C2 & 18C3      Resource Estimate Future Fiscal Year entries**

These entries may be optionally used for resource estimate forecasting. Format is the same as 18A and 18B.

**Field 19A1      Responsible DOD Organization Code  
6 numerics**

The entry is a six-digit code from the Corporate Author file. This is a required entry.

**example      //19A1/654321//**

**Field 19A2      Responsible DOD Organization Name and Address**

Field 19A2 is automatically set by field 19A1, and cannot be directly added or changed. You may only display this field.

**Field 19B      Responsible DOD Organization Attention Line  
61 alphanumerics maximum**

No edit criteria.

**example      //19B/DALO-AV//**

**Field 19C1      Responsible DOD Organization Responsible Individual Name  
28 alphanumerics maximum**

Any non-blank entry.

**example      //19C1/SMITH, A B//**

**Field 19C2**      Responsible DOD Organization Responsible  
                  Individual Telephone  
                  22 alphanumerics maximum

Any non-blank entry.

**example**      //19C2/AVN7654321//

**Field 20A1**      Performing Organization Code  
                  6 numerics

This must be a six-digit code from the  
Corporate Author file.

**example**      //20A1/123456//

**Field 20A2**      Performing Organization Name and Address

Field 20A2 is automatically set by field  
20A1, and cannot be directly added or  
changed. You may only display this field.

**Field 20B**      Performing Organization Attention Line  
                  61 alphanumerics maximum

No edit criteria.

**example**      //20B/DALO-AV//

**Field 20C1**      Performing Organization      Principal  
                  Investigator Name  
                  28 alphanumerics maximum

Any non-blank entry.

**example**      //20C1/JONES, A B//

**Field 20C2**      **Performing Organization Investigator Telephone**      **Principal  
22 alphanumerics maximum**

Any non-blank entry.

**example**      //20C2/AVN1234567//

**Fields 20D1 & 20D2**      **Performing Organization Associate Investigators Name**  
**28 alphanumerics maximum each**

No edit criteria.

**example**      //20D1/MILLER A B//

**Field 21A**      **General Use Foreign Intelligence**  
**1 alphabetic**

If foreign intelligence is applicable, enter a Y. If foreign intelligence is not applicable, enter a N. This field is not used for studies or management analysis.

**example**      //21A/N//

**Field 21B**      **General Use Studies and Analysis Code**  
**2 alphanumerics**

This entry is required for studies only. Valid entries for the first character are numbers 1 through 8. A valid entry for the second character is one of the following: R, S, B, or C.

**example**      //21B/1S//

**Field 21C      General Use Models and Code Words  
                  2 alphabetics**

This entry is applicable to studies only  
and is not required. A valid entry is  
either BC or SM.

**example      //21C/SM//**

**Field 21D      General Use Foreign Area Code  
                  2 alphabetics**

This entry is applicable to studies only  
and is not required. A valid entry is one  
of the following: SF, SP, or BF.

**example      //21D/BF//**

**Field 21E      Civilian/Military Application  
                  2 alphabetics**

This entry is required. A valid entry is  
one of the following: LC, HC, LM or HM.

**example      //21E/LM//**

Fields 22K1      Keywords  
to 22K10      46 alphanumerics maximum each

Fields 22K1 through 22K4 are required.

Each field is automatically prefixed with  
the value in field 5, Summary Security.

example      //22K1/BOMBS//  
                  //22K2/GUNS//  
                  //22K3/ROCKETS//  
                  //22K4/DEFENSE//

Fields 23,  
24 & 25      Technical Objective, Approach and Progress  
                  2640 alphanumerics maximum per field

All efforts have a maximum of 7920  
characters for all three fields. These  
fields are automatically prefixed with the  
value in field 5. An entry in each field  
is required.

example      //TEXT/23// <CR>  
                  >THE TECHNICAL OBJECTIVE IS TO DEVELOP  
                  BOMBS. <CR>  
                  //TEXT/24// <CR>  
                  >THE APPROACH IS TO USE THE SCIENTIFIC  
                  METHOD. <CR>  
                  //TEXT/25// <CR>  
                  >THE PROGRESS EXCEEDS ALL EXPECTATIONS.  
                  <CR>

**Field 26**

**Evaluation**  
3600 alphanumerics maximum

This field is required for terminated or completed studies (Summary Kind H or K). Entries are rejected for R&D efforts and studies with Summary Kind other than H or K. This field is automatically prefixed with the value in field 5.

**example**

```
//TEXT/26// <CR>
>THIS EFFORT HAD MEANINGFUL RESULTS. <CR>
```

**NOTE:**

At present there are restrictions on the amount of text carried in the DTIC system. This means that the combined text of fields 23, 24, 25 and 26 that exceeds 5000 characters will be truncated during extraction for transmittal to DTIC. However, the entire record will still be accessible through the OLE system.



## SUMMARY KINDS

CODE	WORD	EXPLANATION
A	New	The first submission of a newly initiated work unit.
D	Change	A work unit to report substantive revisions or to reinstate a work unit previously reported as terminated.
H	Termination	A work unit to report an uncompleted work unit effort which has been cancelled, suspended, or otherwise discontinued.
K	Completion	The final work unit submission to report a work unit effort which has been completed.
R	Correction	A work unit submission to report an editorial change or to correct a minor error on a previously submitted work unit.

TABLE 4. SUMMARY KINDS

PREVIOUS PAGE  
IS BLANK



## SCIENTIFIC AND TECHNOLOGICAL CODES

### AERONAUTICS

000500 Aerodynamics  
000600 Aeronautics  
001300 Aircraft  
001400 Aircraft flight instrumentation  
001500 Air facilities

### AGRICULTURE

000700 Agricultural chemistry  
000800 Agricultural economics  
000900 Agricultural engineering  
001000 Agronomy and horticulture  
001700 Animal husbandry  
006600 Forestry

### ASTRONOMY AND ASTROPHYSICS

002000 Astronomy  
002100 Astrophysics  
003000 Celestial mechanics

### ATMOSPHERIC SCIENCES

002200 Atmospheric physics  
010000 Meteorology

### BEHAVIORAL AND SOCIAL SCIENCES

000400 Administration and management  
005100 Documentation and information technology  
005300 Economics  
007400 History, law, and political science  
007500 Human factors engineering  
007600 Humanities  
009000 Linguistics  
009400 Man-machine relations  
012500 Personnel selection training and evaluation  
013400 Psychological (individual and group behavior)  
015400 Sociology

### BIOLOGICAL AND MEDICAL SCIENCES

002300 Biochemistry  
002400 Bioengineering  
002600 Biology  
002700 Bionics  
003500 Clinical medicine  
005900 Environmental biology

TABLE 5. SCIENTIFIC AND TECHNOLOGICAL CODES

## SCIENTIFIC AND TECHNOLOGICAL CODES

006000 Escape, rescue, and survival  
006500 Food  
007800 Hygiene and sanitation  
007900 Industrial (occupational) medicine  
008800 Life support  
009800 Medical and hospital equipment  
010100 Microbiology  
012400 Personnel selection and maintenance (medical)  
012600 Pharmacology  
012900 Physiology  
013300 Protective equipment  
014100 Radiobiology  
016200 Stress physiology  
016800 Toxicology  
017100 Weapons effects

### CHEMISTRY

003300 Chemical engineering  
008300 Inorganic chemistry  
012100 Organic chemistry  
012700 Physical chemistry  
014000 Radio and radiation chemistry

### EARTH SCIENCES AND OCEANOGRAPHY

002500 Biological oceanography  
002900 Cartography  
005200 Dynamic oceanography  
006800 Geochemistry  
006900 Geodesy  
007000 Geography  
007100 Geology and mineralogy  
008900 Hydrology and limnology  
010200 Mining engineering  
012800 Physical oceanography  
015200 Seismology  
015300 Snow, ice, and permafrost  
015500 Soil mechanics  
016600 Terrestrial magnetism

### ELECTRONICS AND ELECTRICAL ENGINEERING

004000 Components  
004200 Computers  
005700 Electronic and electrical engineering  
008100 Information theory  
016400 Subsystems  
016500 Telemetry

TABLE 5. CONTINUED

## SCIENTIFIC AND TECHNOLOGICAL CODES

### ENERGY CONVERSION (NON-PROPELLIVE)

004500 Conversion techniques  
013200 Power sources  
005800 Energy storage

### MATERIALS

000300 Adhesives and seals  
003100 Ceramics, refractories, and glasses  
003600 Coatings, colorants, and finishes  
004100 Composite materials  
006200 Fibers and textiles  
009900 Metallurgy and metallography  
010300 Miscellaneous materials  
011600 Oils, lubricants, and hydraulic fluids  
013100 Plastics  
014900 Rubber  
015800 Solvents, cleaners, and abrasives  
017200 Wood and paper products

### MATHEMATICAL SCIENCES

009700 Mathematics and statistics  
011700 Operations research

### MECHANICAL, INDUSTRIAL, CIVIL, AND MARINE ENGINEERING

001200 Air conditioning, heating, lighting,  
and ventilating  
003400 Civil engineering  
004300 Construction equipment, materials,  
and supplies  
004400 Containers and packagings  
004700 Couplings, fittings, fasteners,  
and joints  
007200 Ground transportation equipment  
007700 Hydraulic and pneumatic equipment  
008000 Industrial processes  
009200 Machinery and tools  
009500 Marine engineering  
013500 Pumps, filters, pipes, fittings,  
tubing, and valves  
015000 Safety engineering  
016300 Structural engineering  
018100 Submarine engineering

TABLE 5. CONTINUED

## SCIENTIFIC AND TECHNOLOGICAL CODES

### METHODS AND EQUIPMENT

004600 Cost effectiveness  
008700 Laboratories, test facilities, and test equipment  
014300 Recording devices  
014400 Reliability  
014500 Reprography

### MILITARY SCIENCES

018200 Antimissile defense  
001800 Antisubmarine warfare  
003200 Chemical, biological, and radiological warfare  
004900 Defense  
008400 Intelligence  
009100 Logistics  
011400 Nuclear warfare  
011800 Operations, strategy, and tactics

### MISSILE TECHNOLOGY

018300 Air and space launched missiles  
010400 Missile launching and ground support  
010500 Missile trajectories  
010600 Missile warheads and fuses  
010700 Missiles  
018400 Surface launched missiles  
018500 Underwater launched missiles

### COMMUNICATIONS, DETECTION, AND COUNTERMEASURES

000100 Acoustic detection  
003900 Communications  
005000 Direction finding  
005600 Electromagnetic and acoustic countermeasures  
008200 Infrared and ultraviolet detection  
009300 Magnetic detection  
011900 Optical detection  
013700 Radar detection  
021000 Radio communications  
015100 Seismic detection  
010800 Surface and subsurface navigation

TABLE 5. CONTINUED

## SCIENTIFIC AND TECHNOLOGICAL CODES

### NUCLEAR SCIENCE AND TECHNOLOGY

017300 Fusion devices (thermonuclear)  
008500 Isotopes  
010900 Nuclear explosions  
011000 Nuclear instrumentation  
011100 Nuclear power plants  
013800 Radiation shielding and protection  
017400 Radioactive wastes and fission products  
013900 Radioactivity  
017500 Reactor engineering and operation  
017600 Reactor materials  
017700 Reactor physics  
017800 Reactors (power)  
017900 Reactors (nonpower)  
018000 SNAP technology

### ORDNANCE

001600 Ammunition, explosives, and pyrotechnics  
002800 Bombs  
003700 Combat vehicles  
006100 Explosives, ballistics, and armor  
006300 Fire control and bombing systems  
007300 Guns  
014800 Rockets  
016900 Underwater ordnance

### PHYSICS

000200 Acoustics  
004800 Crystallography  
005500 Electricity and magnetism  
006400 Fluid mechanics  
009600 Masers and lasers  
012000 Optics  
012200 Particle accelerators  
012300 Particle physics  
013000 Plasma physics  
013600 Quantum theory  
015600 Solid mechanics  
015700 Solid state physics  
016700 Thermodynamics  
017000 Wave propagation

TABLE 5. CONTINUED

## SCIENTIFIC AND TECHNOLOGICAL CODES

### PROPELLION AND FUELS

001100 Air breathing engines  
003800 Combustion and ignition  
005400 Electric propulsion  
006700 Fuels  
008600 Jet and gas turbine engines  
018600 Liquid rocket motors  
018700 Liquid rocket propellants  
011200 Nuclear propulsion  
014200 Reciprocating engines  
014600 Rocket motors and engines  
014700 Rocket propellants  
018800 Solid rocket motors  
018900 Solid rocket propellants

### SPACE TECHNOLOGY

001900 Astronautics  
015900 Spacecraft  
016000 Spacecraft launch vehicles and ground support  
016100 Spacecraft trajectories and reentry

### CONTROL, GUIDANCE AND NAVIGATION AEROSPACE VEHICLES, MISSILES, AIRCRAFT

019000 Control analysis and theory  
019100 Guidance and navigation analysis and theory  
019200 Inertial sensors and measurement units  
019300 Passive sensors, trackers, and references  
019400 Active electromagnetic radiators, sensors,  
and equipment  
019500 Control devices and equipment  
019600 Display devices and equipment  
019700 Computers and related programming  
(control, guidance, and navigation)  
019800 Control design methodology, techniques and  
procedures, simulation and systems  
019900 Guidance and navigation design methodology,  
techniques and procedures and systems  
020000 Human operator control characteristics  
and performance

TABLE 5. CONTINUED

## FUNDING AGENCY CODES

Code	Funding Agency
DA . . . . .	Department of the Army
NX . . . . .	Department of Energy
AX . . . . .	Department of Agriculture
BX . . . . .	Department of Labor
CX . . . . .	Department of Commerce
DB . . . . .	Defense Mapping Agency
DC . . . . .	Defense Civil Preparedness Agency (DCPA)
DD . . . . .	Department of Defense (Office of the Secretary of Defense (OSD) and Office of the Assistant Secretaries of Defense (OASD) including Department of Defense Advanced Research Projects Agency (Defense ARPA))
DE . . . . .	Department of Education
DF . . . . .	Department of Air Force
DG . . . . .	National Security Agency (NSA)
DH . . . . .	Defense Nuclear Agency (DNA)
DJ . . . . .	Joint Chiefs of Staff (including the Joint Staff, Unified or Specified Commands and Joint Service Schools)
DK . . . . .	Defense Communications Agency (DCA)
DL . . . . .	Defense Intelligence Agency (DIA)
DM . . . . .	United States Marine Corps
DN . . . . .	Department of the Navy
DR . . . . .	Defense Contract Audit Agency (DCAA)
DS . . . . .	Defense Logistics Agency (DLA)
EP . . . . .	Environmental Protection Agency
FX . . . . .	Department of Justice
GX . . . . .	Department of Transportation
HX . . . . .	Department of Health and Human Services
KX . . . . .	Department of Interior
MX . . . . .	Department of Housing and Urban Development
PX . . . . .	U S Postal Service
SX . . . . .	Department of State
TX . . . . .	Treasury Department
UE . . . . .	Smithsonian Institute
VN . . . . .	National Aeronautics and Space Administration
VA . . . . .	Veterans Administration
WS . . . . .	National Science Foundation

TABLE 6. FUNDING AGENCIES



## CONTRACT/GRANT TYPES

	Entry	Explanation
A	FPR-A	Fixed Price Redetermination - Type A
B	FPR-E	Fixed Price Redetermination - Type E
C	FPR-O	Fixed Price Redetermination - Other
J	FFF	Firm Fixed Price
K	FPE	Fixed Price with Escalation
L	FPI(WPI)	Fixed Price Incentive (with Performance Incentive)
M	FPI(W/OPI)	Fixed Price Incentive (without Performance Incentive)
N	FALIC	Fixed Amount in Lieu of Individual Costs
R	CPAF	Cost-Plus-Award-Fee
S	CT	Cost Type
T	CST	Cost-Sharing Type
U	CPFF	Cost-Plus-Fixed-Fee
V	CPIF(WPI)	Cost-Plus-Incentive-Fee (with Performance Incentive)
W	CPIF(W/OPI)	Cost-Plus-Incentive-Fee (without Performance Incentive)
X	MPP	Multiple Price Provisions
Y	TM	Time and Materials
Z	LH	Labor Hours
G	GRANT	Self-explanatory

TABLE 7. CONTRACT/GRANT TYPES



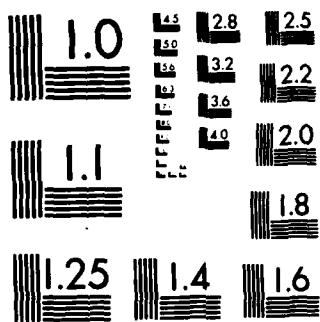
AD-A144 021 ON-LINE EDIT USERS MANUAL(U) ADR SERVICES INC VIENNA VA 2/2  
01 AUG 83 DRAK70-80-C-0127

UNCLASSIFIED

F/G 9/2

NL





MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

**APPENDIX A**  
**COMMANDS**

COMMAND	FORMAT	DESCRIPTION
EDIT	//EDIT/nn//	Enters edit mode for narrative field (nn) specified
END	//END[MODE]//	Terminates current processing mode and saves information
ERROR	//ERROR/error code//	Displays error message
Field	//n[s[1]][/date]//	Displays, adds, or changes a field, subfield, or line
HELP	//HELP//	Displays additional assistance information
QUIT	//QUIT//	Terminates OLE processing and saves information
SHOW	//SHOW[/accession no.]//	Displays entire work unit
STOP	//STOP//	Terminates current processing mode
TEXT	//TEXT/nn//	Enters text mode for narrative field (nn) specified
Ø	//Ø//	Displays the work unit category

**APPENDIX B**  
**ERRORS**

This appendix contains a list of prototype error messages. Therefore, in the future it may be necessary to add, change, or delete messages from the list.

#### SYNTAX ERRORS

MISSING OR EXTRA DELIMITER, CHARACTER POSITION n.

UNRECOGNIZABLE COMMAND, CHARACTER POSITION n.

#### INVALID RESPONSE ERROR

INVALID RESPONSE.

#### EDIT ERRORS

CODE	MESSAGE
2E01	FIELD 2 MUST CONTAIN AN ENTRY.
2E02	FIELD 2 CONTAINS AN INVALID DATE.
2E03	FIELD 2 MUST CONTAIN 6 NUMERICs.
4E01	FIELD 4 MUST CONTAIN AN ENTRY.
4E02	FIELD 4 IS NOT AN A, D, H, K, OR R.
4E03	FIELD 4 CAN NOT BE AN 'A' IN PROCESSING MODE 2.
4E04	FIELD 4 IS CURRENTLY AN 'A' INDICATING A NEW WORK UNIT AND THE WORK UNIT WAS CREATED WITHIN THE CURRENT CYCLE. THE ONLY SUMMARY KIND ALLOWED AT THIS TIME IS 'R' CORRECTION. ENTER 'R' TO CONTINUE AS A CORRECTION, OR USE THE //STOP// COMMAND TO TERMINATE PROCESSING OF THIS WORK UNIT.
5E01	FIELD 5 MUST CONTAIN AN ENTRY.
5E02	FIELD 5 IS AN INVALID CLASSIFICATION CODE.
6E01	FIELD 6 MUST CONTAIN AN ENTRY.
6E02	FIELD 6 IS NOT A U, S, C, OR T.
8AE01	FIELD 8A MUST CONTAIN AN ENTRY.
8AE02	FIELD 8A IS NOT A NL, GE, GF, GP, GT, GU, DE, DS, OR DP.

8BE01 FIELD 8B MUST CONTAIN AN ENTRY.

8BE02 FIELD 8B IS NOT A Y OR N.

8BE03 FIELD 8B MUST BE A Y, BECAUSE FIELD 8A IS NL.

10A1E01 FIELD 10A1 MUST CONTAIN AN ENTRY.

10A1E02 FIELD 10A1 CANNOT BE ADDED OR CHANGED DIRECTLY FOR ARMY R&D CATEGORY WORK UNITS.

10A1E03 FIELD 10A1 MUST CONTAIN 6 ALPHANUMERICS MAX.

10A2E01 FIELD 10A2 MUST CONTAIN AN ENTRY.

10A2E02 FIELD 10A2 MUST CONTAIN 3 ALPHANUMERICS.

10A2E03 FIELD 10A2 MUST CONTAIN 12 ALPHANUMERICS MAX.

10A2E04 FIELD 10A2 IS NOT IN THE PROJECT NUMBER FILE.

10A3E01 FIELD 10A3 MUST CONTAIN AN ENTRY.

10A3E02 FIELD 10A3 MUST CONTAIN 4 ALPHANUMERICS MAXIMUM.

10A4E01 FIELD 10A4 MUST CONTAIN AN ENTRY.

10A4E02 FIELD 10A4 MUST CONTAIN 3 ALPHANUMERICS MAXIMUM.

10A5E01 FIELD 10A5 MUST CONTAIN 2 ALPHANUMERICS MAXIMUM.

10B1E01 FIELD 10B1 MUST CONTAIN 6 ALPHANUMERICS MAX.

10B2E01 FIELD 10B2 MUST CONTAIN 12 ALPHANUMERICS MAX.

10B3E01 FIELD 10B3 MUST CONTAIN 4 ALPHANUMERICS MAXIMUM.

10CE01 FIELD 10C MUST CONTAIN AN ENTRY.

10CE02 FIELD 10C MUST CONTAIN 122 ALPHANUMERICS MAXIMUM.

10CE03 FIELD 10C MAY CONTAIN A MAXIMUM OF 12 CODED ENTRIES ONLY.

10CE04 FIELD 10C INDIVIDUAL CODED ENTRIES CANNOT BE LONGER THAN 12 CHARACTERS.

11E01 FIELD 11 MUST CONTAIN AN ENTRY.

11E02 FIELD 11 MUST CONTAIN 156 ALPHANUMERICS MAXIMUM.

12AE01 FIELD 12A MUST CONTAIN AN ENTRY.

12AE02 FIELD 12A IS NOT IN THE SCIENTIFIC AND TECHNICAL CODE TABLE.

12AE03 FIELD 12A MUST CONTAIN 6 NUMERICS.

12AE04 FIELD 12A IS A DUPLICATE OF FIELD 12B OR 12C.

12BE01 FIELD 12B MUST CONTAIN AN ENTRY.

12BE02 FIELD 12B IS NOT IN THE SCIENTIFIC AND TECHNICAL CODE TABLE.

12BE03 FIELD 12B MUST CONTAIN 6 NUMERICS.

12BE04 FIELD 12B IS A DUPLICATE OF FIELD 12A OR 12C.

12CE01 FIELD 12C IS NOT IN THE SCIENTIFIC AND TECHNICAL CODE TABLE.

12CE02 FIELD 12C MUST CONTAIN 6 NUMERICS.

12CE03 FIELD 12C IS A DUPLICATE OF FIELD 12A OR 12B.

13E01 FIELD 13 MUST CONTAIN AN ENTRY.

13E02 FIELD 13 CONTAINS AN INVALID DATE.

13E03 FIELD 13 MUST CONTAIN 4 NUMERICS.

14E01 FIELD 14 MUST CONTAIN AN ENTRY.

14E02 FIELD 14 CONTAINS AN INVALID DATE.

14E03 FIELD 14 MUST CONTAIN 4 NUMERICS OR CONT.

15AE01 FIELD 15A MUST CONTAIN AN ENTRY.

15AE02 FIELD 15A IS NOT IN THE FUNDING AGENCY CODE TABLE.

15AE03 FIELD 15A MUST CONTAIN 2 ALPHANUMERICS.

15AE04 FIELD 15A IS A DUPLICATE OF 15B OR 15C.

15AE05 FIELD 15A MUST CONTAIN AN ENTRY OF 'DA' FOR ARMY CATEGORY WORK UNITS.

15BE01 FIELD 15B IS NOT IN THE FUNDING AGENCY CODE TABLE.

15BE02 FIELD 15B IS A DUPLICATE OF 15A OR 15C.

15BE03 FIELD 15B MUST CONTAIN 2 ALPHANUMERICS.

15BE04 FIELD 15B DA ENTRY ONLY VALID FOR FIELD 15A.

15BE05 FIELD 15B MUST CONTAIN AN ENTRY FOR NON-ARMY CATEGORY WORK UNITS WHEN 'DA' IS PRESENT IN FIELD 15A.

15CE01 FIELD 15C IS NOT IN THE FUNDING AGENCY CODE TABLE.

15CE02 FIELD 15C IS A DUPLICATE OF 15A OR 15B.

15CE03 FIELD 15C MUST CONTAIN 2 ALPHANUMERICS.

15CE04 FIELD 15C DA ENTRY ONLY VALID FOR FIELD 15A.

16E01 FIELD 16 MUST CONTAIN AN ENTRY.

16E02 FIELD 16 IS NOT AN A, B, C, OR D.

17A1E01 FIELD 17A1 MUST CONTAIN AN ENTRY.

17A1E02 FIELD 17A1 CONTAINS AN INVALID DATE.

17A1E03 FIELD 17A1 MUST CONTAIN 4 NUMERICS.

17A1E04 FIELD 17A1 MUST BE BLANK.

17A2E01 FIELD 17A2 MUST CONTAIN AN ENTRY.

17A2E02 FIELD 17A2 CONTAINS AN INVALID DATE.

17A2E03 FIELD 17A2 MUST CONTAIN 4 NUMERICS.

17A2E04 FIELD 17A2 MUST BE BLANK.

17BE01 FIELD 17B MUST CONTAIN AN ENTRY.

17BE02 FIELD 17B MUST CONTAIN 24 ALPHANUMERICS MAXIMUM.

17BE03 FIELD 17B MUST BE BLANK.

17CE01 FIELD 17C MUST CONTAIN AN ENTRY.

17CE02 FIELD 17C IS NOT IN THE CONTRACT/GANT TABLE.

17CE03 FIELD 17C MUST CONTAIN 1 ALPHABETIC.

17CE04 FIELD 17C MUST BE BLANK.

17CE05 FIELD 17C MUST CONTAIN A 'G' FOR PERFORMANCE METHOD OF 'A'.

17CE06 FIELD 17C CAN NOT BE A 'G' FOR PERFORMANCE METHOD OF 'B'.

17DE01 FIELD 17D MUST CONTAIN AN ENTRY.

17DE02 FIELD 17D MUST CONTAIN 9 NUMERICS MAXIMUM, AND MAY BE PRECEDED BY A 'P'.

17DE03 FIELD 17D MUST BE BLANK.

17EE01 FIELD 17E MUST CONTAIN AN ENTRY.

17EE02 FIELD 17E MUST CONTAIN NEW, SUP, EXT, OR CON.

17EE03 FIELD 17E MUST CONTAIN 3 ALPHABETICS.

17EE04 FIELD 17E MUST BE BLANK.

17FE01 FIELD 17F MUST CONTAIN AN ENTRY.

17FE02 FIELD 17F MUST CONTAIN 9 NUMERICS MAXIMUM, AND MAY BE PRECEDED BY A 'P'.

17FE03 FIELD 17F MUST BE BLANK.

18A1E01 FIELD 18A1 MUST CONTAIN AN ENTRY.

18A1E02 FIELD 18A1 CONTAINS AN INVALID DATE.

18A1E03 FIELD 18A1 MUST CONTAIN 2 NUMERICS.

18A2E01 FIELD 18A2 MUST CONTAIN AN ENTRY.

18A2E02 FIELD 18A2 MUST CONTAIN 4 NUMERICS MAXIMUM FOLLOWED BY A DECIMAL POINT AND 1 NUMERIC.

18A3E01 FIELD 18A3 MUST CONTAIN AN ENTRY.

18A3E02 FIELD 18A3 MUST CONTAIN 6 NUMERICS MAXIMUM.

18B1E01 FIELD 18B1 MUST CONTIN AN ENTRY.

18B1E02 FIELD 18B1 CONTAINS AN INVALID DATE.

18B1E03 FIELD 18B1 MUST CONTAIN 2 NUMERICS.

18B2E01 FIELD 10B2 MUST CONTAIN AN ENTRY.

18B2E02 FIELD 18B2 MUST CONTAIN 4 NUMERICS MAXIMUM FOLLOWED BY A DECIMAL POINT AND 1 NUMERIC.

18B3E01 FIELD 18B3 MUST CONTAIN AN ENTRY.

18B3E02 FIELD 18B3 MUST CONTAIN 6 NUMERICS MAXIMUM.

18C1E01 FIELD 18C1 CONTAINS AN INVALID DATE.

18C1E02 FIELD 18C1 MUST CONTAIN 2 NUMERICS.

18C2E01 FIELD 18C2 MUST CONTAIN 4 NUMERICS MAXIMUM FOLLOWED BY A DECIMAL POINT AND 1 NUMERIC.

18C3E01 FIELD 18C3 MUST CONTAIN 6 NUMERICS MAX.

19A1E01 FIELD 19A1 MUST CONTAIN AN ENTRY.

19A1E02 FIELD 19A1 IS NOT IN THE CORPORATE AUTHOR FILE.

19A1E03 FIELD 19A1 MUST CONTAIN 6 NUMERICS.

19BE01 FIELD 19B MUST CONTAIN 61 ALPHANUMERICS MAXIMUM.

19C1E01 FIELD 19C1 MUST CONTAIN AN ENTRY.

19C1E02 FIELD 19C1 MUST CONTAIN 28 ALPHANUMERICS MAXIMUM.

19C2E01 FIELD 19C2 MUST CONTAIN AN ENTRY.

19C2E02 FIELD 19C2 MUST CONTAIN 22 ALPHANUMERICS MAXIMUM.

20A1E01 FIELD 20A1 MUST CONTAIN AN ENTRY.

20A1E02 FIELD 20A1 IS NOT IN THE CORPORATE AUTHOR FILE.

20A1E03 FIELD 20A1 MUST CONTAIN 6 NUMERICS.

20BE01 FIELD 20B MUST CONTAIN 61 ALPHANUMERICS MAXIMUM.

20C1E01 FIELD 20C1 MUST CONTAIN AN ENTRY.

20C1E02 FIELD 20C1 MUST CONTAIN 28 ALPHANUMERICS MAXIMUM.

20C2E01 FIELD 20C2 MUST CONTAIN AN ENTRY.

20C2E02 FIELD 20C2 MUST CONTAIN 22 ALPHANUMERICS MAXIMUM.

20D1E01 FIELD 20D1 MUST CONTAIN 28 ALPHANUMERICS MAXIMUM.

20D2E01 FIELD 20D2 MUST CONTAIN 28 ALPHANUMERICS MAXIMUM.

21AE01 FIELD 21A MUST CONTAIN Y OR N.

21AE02 FIELD 21A ENTRY NOT ALLOWED FOR STUDY OR MANAGEMENT ANALYSIS WORK UNITS.

21BE01 FIELD 21B MUST CONTAIN AN ENTRY.

21BE02 FIELD 21B MUST CONTAIN 1 THROUGH 8 AS THE FIRST CHARACTER AND R, S, B, OR C AS THE SECOND CHARACTER.

21BE03 FIELD 21B MUST CONTAIN 2 ALPHANUMERICS MAXIMUM.

21BE04 FIELD 21B ENTRY NOT ALLOWED FOR R&D OR MANAGEMENT ANALYSIS WORK UNITS.

21CE01 FIELD 21C MUST CONTAIN AN ENTRY.

21CE02 FIELD 21C MUST CONTAIN BC OR SM.

21CE03 FIELD 21C ENTRY NOT ALLOWED FOR R&D OR MANAGEMENT ANALYSIS WORK UNITS.

21DE01 FIELD 21D MUST CONTAIN AN ENTRY.

21DE02 FIELD 21D MUST CONTAIN SF, SP, OR BF.

21DE03 FIELD 21D ENTRY NOT ALLOWED FOR R&D OR MANAGEMENT ANALYSIS WORK UNITS.

21E01 FIELD 21E MUST CONTAIN AN ENTRY.

21E02 FIELD 21E MUST CONTAIN HC, LC, HM OR LM.

22K1E01 FIELD 22K1 MUST CONTAIN AN ENTRY.

22K1E02 FIELD 22K1 MUST CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K2E01 FIELD 22K2 MUST CONTAIN AN ENTRY.

22K2E02 FIELD 22K2 MUST CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K3E01 FIELD 22K3 MUST CONTAIN AN ENTRY.

22K3E02 FIELD 22K3 MUST CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K4E01 FIELD 22K4 MUST CONTAIN AN ENTRY.

22K4E02 FIELD 22K4 MUST CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K5E01 FIELD 22K5 MAY CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K6E01 FIELD 22K6 MAY CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K7E01 FIELD 22K7 MAY CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K8E01 FIELD 22K8 MAY CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K9E01 FIELD 22K9 MAY CONTAIN 46 ALPHANUMERICS MAXIMUM.

22K10E01 FIELD 22K10 MAY CONTAIN 46 ALPHANUMERICS MAXIMUM.

23E01 FIELD 23 MUST CONTAIN AN ENTRY.

23-25E01 FIELDS 23 THROUGH 25 MUST CONTAIN 7920 ALPHANUMERICS MAXIMUM.

23-25E02 FIELDS 23 THROUGH 25 MUST CONTAIN 7920 ALPHANUMERICS MAXIMUM.

24E01 FIELD 24 MUST CONTAIN AN ENTRY.

25E01 FIELD 25 MUST CONTAIN AN ENTRY.

26E01 FIELD 26 MUST CONTAIN AN ENTRY.

26E02 FIELD 26 MUST CONTAIN 3600 ALPHANUMERICS MAXIMUM.

26E03 FIELD 26 MUST BE BLANK.

**APPENDIX C**  
**SAMPLE SESSIONS**

These sample sessions are examples of what a user might do on the OLE system. Passwords, IDs, and information on DD Form 1498s stored in the OLE system are fictional, and are for illustrative purposes only.

#### SESSION #1

TURN ON THE POWER FOR THE TERMINAL (AND MODEM).  
DIAL UP THE OLE SYSTEM  
LISTEN FOR A HIGH PITCHED TONE.  
INSERT THE TELEPHONE RECEIVER INTO THE COUPLER  
OR PRESS THE DATA BUTTON ON THE TELEPHONE.

THE SESSION BEGINS:

```
**SIGN OLEPRO,PROD
DCC001 - REQUEST COMPLETE
```

MAILBOX MESSAGES PRESENT. DO YOU WISH TO RECEIVE THEM?

```
>Y
DATE: 830318 TIME: 124142 SENDING USER ID: OLEPRO
PLEASE REMEMBER TO EXIT THE PROCESSING MODE YOU ARE
WORKING IN WITH //END/MODE// OR //STOP// BEFORE
ENTERING //QUIT// FOLLOWED BY **OFF.
//END/MODE// TERMINATES CURRENT PROCESSING MODE,
SAVES INFORMATION AND PROVIDES A SESSION INFORMATION LOG.
//STOP// TERMINATES CURRENT PROCESSING MODE BUT DOES
NOT SAVE. IT IS THE //QUIT// COMMAND THAT PROVIDES
INFORMATION FOR THE OLE ACCOUNTING FILES.
PLEASE CALL SHOULD YOU HAVE ANY QUESTIONS.
```

PLEASE ENTER ASSISTANCE LEVEL:

```
>1
PLEASE SELECT A PROCESSING MODE
ENTER 1 TO ADD A WORK UNIT
ENTER 2 TO CHANGE A WORK UNIT
ENTER 3 TO BROWSE FILES
ENTER 4 TO SEND A MAILBOX MESSAGE
ENTER 5 TO CHANGE ASSISTANCE LEVELS:
```

```
>1
ADDING A WORK UNIT.
THE NEW ACCESSION NUMBER IS: DA300990
SELECT ONE OF THE FOLLOWING CATEGORIES:
ENTER AR FOR ARMY R&D EFFORT (AR 70-9).
ENTER AS FOR ARMY STUDY (AR 5-5).
ENTER NR FOR R&D EFFORT - NON ARMY (AR 70-9).
ENTER MA FOR MANAGEMENT ANALYSIS (AR 5-14).
THE DEFAULT IS AR FOR ARMY R&D EFFORT.
```

```
>AR
ENTER FIELD 2, DATE OF SUMMARY. THE FORMAT IS YYMMDD.
IF YOU WISH TO USE TODAY'S DATE, JUST HIT THE CARRIAGE RETURN.
```

```
>
ENTER FIELD 5, SUMMARY SECURITY. FORMAT IS 1 ALPHABETIC.
>Y
FIELD 5 IS AN INVALID CLASSIFICATION CODE.
```

ENTER FIELD 5, SUMMARY SECURITY. FORMAT IS 1 ALPHABETIC.  
>U  
ENTER FIELD 6, WORK SECURITY. FORMAT IS 1 ALPHABETIC.  
>S  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS, FORMAT IS 2 ALPHABETICS.  
///END/MODE//  
THE WORK UNIT DA300990 HAS BEEN SAVED.  
DA300990 CONTAINS THE FOLLOWING ERRORS:  
  
FIELD 8A MUST CONTAIN AN ENTRY.  
FIELD 8B MUST CONTAIN AN ENTRY.  
FIELD 10A2 MUST CONTAIN AN ENTRY.  
FIELD 10A3 MUST CONTAIN AN ENTRY.  
FIELD 24 MUST CONTAIN AN ENTRY.  
PLEASE SELECT A PROCESSING MODE  
ENTER 1 TO ADD A WORK UNIT  
ENTER 2 TO CHANGE A WORK UNIT  
ENTER 3 TO BROWSE FILES  
ENTER 4 TO SEND A MESSAGE  
ENTER 5 TO CHANGE ASSISTANCE LEVEL:  
>5  
PLEASE ENTER NEW ASSISTANCE LEVEL SELECTION:  
>2  
PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5):  
>2  
CHANGING A WORK UNIT.  
PLEASE ENTER THE ACCESSION NUMBER OF THE WORK UNIT TO BE CHANGED.  
>DA300990  
ENTER FIELD 4, SUMMARY KIND.  
>R  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS.  
///6//  
FIELD 6: S  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS.  
///6//U//  
FIELD 6: S  
UNRECOGNIZABLE COMMAND-CHARACTER POSITION: 006  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS.  
///6/U//  
FIELD 6: S  
MISSING OR EXTRA DELIMETER-CHARACTER POSITION: 006  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS.  
///6/U//  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS.  
@  
TELENET

QD  
816 36B DISCONNECTED 00:00:07:01 60 60

SESSION #2

QC 81636

816 36B CONNECTED

\*\*SIGN OLEPRO,PROD  
DCC001-REQUEST COMPLETE

USER RECOVERY IN PROGRESS.  
YOU ARE IN ASSISTANCE LEVEL 2  
YOU WERE IN PROCESSING MODE 2  
THE WORK UNITS ACCESSION NUMBER IS DA300990  
ENTER FIELD 8A, DISTRIBUTION INSTRUCTIONS.

>NL  
ENTER FIELD 8A, CONTRACTOR ACCESS.

>Y  
ENTER FIELD 10A2, PRIMARY PROJECT NUMBER.  
>//END/MODE//

THE WORK UNIT DA300990 HAS BEEN SAVED.  
DA300990 CONTAINS THE FOLLOWING ERRORS:

FIELD 10A2 MUST CONTAIN AN ENTRY.  
FIELD 10A3 MUST CONTAIN AN ENTRY.  
FIELD 10A4 MUST CONTAIN AN ENTRY.  
FIELD 10C MUST CONTAIN AN ENTRY.  
FIELD 24 MUST CONTAIN AN ENTRY.  
FIELD 25 MUST CONTAIN AN ENTRY.  
PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5);  
>//QUIT// <CR>

32283, 093052

NO. OF SUMMARIES ADDED: 1  
NUMBER OF SUMMARIES CHANGED: 1  
NO. OF SUMMARIES THAT CONTAINED ERRORS: 2

THANK YOU FOR USING THE ON-LINE EDIT (OLE) SYSTEM  
>\*\*OFF  
DCS007 SIGN-OFF COMPLETE

SESSION #3

\*\*SIGN OLEPRO,PROD  
DC001-REQUEST COMPLETE

MAILBOX MESSAGES PRESENT. DO YOU WISH TO RECEIVE THEM?

>N

PLEASE ENTER ASSISTANCE LEVEL:

>3

PLEASE SELECT A PROCESSING MODE:

>1

ADDING A WORK UNIT.

THE NEW ACCESSION NUMBER IS: DA300991

ENTER CATEGORY OF AR, AS, NR, OR MA.

>MA

ENTER FIELD 2, DATE OF SUMMARY.

>//2// //4// //5/U//

4E02

ENTER FIELD 6.

>//6/T//8A/NL/

MISSING OR EXTRA DELIMETER-CHARACTER POSITION: 081

ENTER FIELD 8A.

>//6//

FIELD 6: T

ENTER FIELD 8A.

>//11/STUDY OF PULSE LASERS//

ENTER FIELD 8A.

>//END/MODE//

THE WORK UNIT DA300991 HAS BEEN SAVED.

DA300991 CONTAINS THE FOLLOWING ERRORS:

8AE01	BBE01	12AE01	12BE01	13E01	14E01	15AE01
16E01	18A1E01	18A2E01	18A3E01	18B1E01	18B2E01	18B3E01
19A1E01	19C1E01	19C2E01	20A1E01	20C1E01	20C2E01	22KIE01
22K2E01	22K3E01	22K4E01	23E01	24E01	25E01	

PLEASE SELECT A PROCESSING MODE:

>3

WHICH FILED DO YOU WANT TO SCAN?

ENTER C FOR CORPORATE AUTHOR

ENTER A FOR ALERT REPORT

ENTER E FOR ERROR REPORT:

>E

THE FOLLOWING SUMMARIES CONTAIN ERRORS:

DA300990 DA300991

ENTER THE ACCESSION NUMBER OF A WORK UNIT WHOSE ERRORS YOU WANT TO VIEW:

>DA300991

8AE01	BBE01	12AE01	12BE01	13E01	14E01	15AE01
16E01	18A1E01	18A2E01	18A3E01	18B1E01	18B2E01	18B3E01
19A1E01	19C1E01	19C2E01	20A1E01	20C1E01	20C2E01	22KIE01
22K2E01	22K3E01	22K4E01	23E01	24E01	25E01	

ENTER THE ACCESSION NUMBER OF A WORK UNIT WHOSE ERRORS YOU WANT TO VIEW:

>//ERROR/24E01//

FIELD 24 MUST CONTAIN AN ENTRY.

ENTER THE ACCESSION NUMBER OF A WORK UNIT WHOSE ERRORS YOU WANT TO VIEW:

>//STOP//

PLEASE SELECT A PROCESSING MODE:

>2

CHANGING A WORK UNIT.

PLEASE ENTER THE ACCESSION NUMBER.

>DA300991

ENTER FIELD 4, SUMMARY KIND.

>R

ENTER FIELD 8A.

>//8A/NL//8B/Y//

ENTER FIELD 12A.

>//12A/012700//12B/017100//

ENTER FIELD 13.

>//END/MODE//

THE WORK UNIT DA300991 HAS BEEN SAVED.

DA300991 CONTAINS THE FOLLOWING ERRORS:

13E01	14E01	15AE01	16E01	18A1E01	18A2E01	18A3E01
18B1E01	18B2E01	18B3E01	19A1E01	19C1E01	19C2E02	20A1E01
20C1E01	20C2E01	22K1E01	22K2E01	22K3E01	22K4E01	23E01
24E01	25E01					

PLEASE SELECT A PROCESSING MODE:

>3

WHICH FILE DO YOU WANT TO SCAN?

ENTER C FOR CORPORATE AUTHOR

ENTER A FOR ALERT REPORT

ENTER E FOR ERROR REPORT:

>A

THE FOLLOWING SUMMARIES ARE DELINQUENT:

DA0G6554	810122	A	000000	DA0G6574	810130	000000
DA0G6585	810205	A	000000	DA0G6582	810206	000000
DA0G7987	810223	A	OLEPRO	DA0G9383	810223	000000

>

THE FOLLOWING SUMMARIES ARE DELINQUENT:

8 DELINQUENT WORK UNITS

DO YOU WANT TO KNOW THE WORK UNITS THAT WILL BECOME DELINQUENT WITHIN  
THE NEXT 60 DAYS?

>N

WHICH FILE DO YOU WANT TO SCAN?

ENTER C FOR CORPORATE AUTHOR

ENTER A FOR ALERT REPORT

ENTER E FOR ERROR REPORT:

>//END/MODE//

PLEASE SELECT A PROCESSING MODE:

>5

ENTER NEW ASSISTANCE LEVEL:

>2

PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5):

>2

CHANGING A WORK UNIT.

PLEASE ENTER THE ACCESSION NUMBER OF THE WORK UNIT TO BE CHANGED.

>DA300990

ENTER FIELD 4, SUMMARY KIND.

>R  
ENTER FIELD 10A2, PRIMARY PROJECT NUMBER.  
>E94  
ENTER FIELD 10A3, PRIMARY TASK AREA NUMBER.  
>00  
ENTER FIELD 10A4, PRIMARY WORK UNIT NUMBER.  
>000  
ENTER FIELD 10C, MISSION OBJECTIVE.  
>STOG 83-2.1  
ENTER FIELD 11, TITLE.  
///TEXT//  
>THE OBJECTIVE IS TO STUDY ARMOR COVERS FOR TANKS AND ARMORED CARRIERS.  
ENTER FIELD 11, TITLE.  
///23//  
TECHNICAL OBJECTIVE NARRATIVE:  
THE OBJECTIVE IS TO STUDY ARMOR COVERS FOR TANKS AND ARMORED CARRIERS.  
ENTER FIELD 11, TITLE.  
///EDIT//  
>-LIS  
1  
THE OBJECTIVE IS TO STUDY ARMOR COVERS FOR TANKS AND ARMORED CARRIERS.  
>-INS 1  
>OTHER OBJECTIVES ARE TO INCREASE TANK  
>SURVIVABILITY.  
>-LIS  
1  
THE OBJECTIVE IS TO STUDY ARMOR COVERS FOR TANKS AND ARMORED CARRIERS.  
2  
OTHER OBJECTIVES ARE TO INCREASE TANK  
3  
SURVIVABILITY.  
> //23//  
TECHNICAL OBJECTIVE NARRATIVE:  
THE OBJECTIVE IS TO STUDY ARMOR COVERS FOR TANKS AND ARMORED CARRIERS.  
OTHER OBJECTIVES ARE TO INCREASE TANK  
SURVIVABILITY.  
ENTER FIELD 11, TITLE.  
///END/MODE//  
THE WORK UNIT DA300990 HAS BEEN SAVED.  
DA300990 CONTAINS THE FOLLOWING ERRORS:  
  
FIELD 11 MUST CONTAIN AN ENTRY.  
FIELD 12A MUST CONTAIN AN ENTRY.  
FIELD 12B MUST CONTAIN AN ENTRY.  
FIELD 13 MUST CONTAIN AN ENTRY.  
FIELD 25 MUST CONTAIN AN ENTRY.  
PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5):  
>3  
WHICH FILE DO YOU WANT TO SCAN?  
ENTER C FOR CORPORATE AUTHOR  
ENTER A FOR ALERT REPORT  
ENTER E FOR ERROR REPORT:  
>C  
ENTER CORPORATE AUTHOR CODE.  
>  
ENTER FIRST LETTER OF THE NAME.

>  
ENTER FIRST LETTER OF THE CITY.  
>N  
ENTER STATE OR NATION CODE.  
>MN

136105	FEDERAL CARTRIDGE CORPORATION	MN	55112	30	27
317032	NEW BRIGHTON	MN	55057	30	27
	SCHJELDAHL, G T				
	NORTHFIELD				

ENTER CORPORATE AUTHOR CODE.

>/END/MODE//

PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5):

>4

ENTER MAILBOX USERID THAT THE MESSAGE IS TO BE SENT TO

>/STOP//

PLEASE SELECT A PROCESSING MODE (1, 2, 3, 4, OR 5):

>/QUIT//

32283, 095725

NO. OF SUMMARIES ADDED: 1

NUMBER OF SUMMARIES CHANGED: 2

NO. OF SUMMARIES THAT CONTAINED ERRORS: 3

THANK YOU FOR USING THE ON-LINE EDIT (OLE) SYSTEM

>\*\*OFF

DCS007 SIGN-OFF COMPLETE

@

TELENET

@D

816 36B DISCONNECTED 00:00:31:02 171 259

@

**APPENDIX D**  
**ADDRESSES AND TELEPHONE NUMBERS**

**OLE OPERATIONS: Information Systems & Networks Corporation**  
5454 Wisconsin Avenue  
Chevy Chase, Maryland 20815  
(301)656-4083

**END**

**FILMED**

**9-84**

**END**